City of Aberdeen

Weekly Activity Report

November 2, 2026

I. City Hall
- A. Department of Finance
- B. Department of Planning and Community Development (DPCD)
- C. Department of Public Works (DPW)
    1) City Engineering & Administration
    2) Maintenance Division
    3) Water/Wastewater Plant Operations
- D. Human Resources Department

II. Aberdeen Police Department (APD)
- A. APD Calls for Service
- B. Weekly Traffic Report
- C. IT
- D. Accreditations
- E. Administration
- F. 24 Hour Reports

I. City Hall

A. Department of Finance

Receipts for the week were:

1.	General Fund	$ 242,294
2.	Capital Projects Fund	78,986
3.	Water & Sewer Funds	182,399
4.	Stadium Fund	53,721
	Total	$ 557,400

Disbursements for the week were:

1.	General Fund	$ 54,826
2.	Capital Projects Fund	301,378
3.	Water & Sewer Funds	275,151
4.	Stadium Fund	0
	Total	$ 631,355

Significant Receipts:

1. N/A

Significant Disbursements:

1.	Street Resurfacing	$301,378

B. Department of Planning and Community Development (DPCD)

The following activities and actions took place this week:

1. Attended the City Council work session and City Council meeting; the preliminary site plan extensions for Hickory Ridge, Lot 4 and 502 Pulaski Highway were approved for one year by the City Council.
2. Attended meeting with Bohler Engineering to discuss revisions to the preliminary site plan for CubeSmart and the upcoming Planning Commission meeting.
3. Attended meeting with MDOT State Highway Administration Pedestrian Safety Action Plan improvements for U.S. Route 40 for project updates. The design for the project is 100% funded.
4. Attending meeting on GovQuest training.
5. On-site visit to discuss landscaping requirements and street placement at Aberdeen Overlook.
6. Worked on these awarded grants – Harford County Tourism, MD DHCD MIP/OAG, Harford County CDBG/HUD, and Swan Meadows Infrastructure project.
7. Worked on draft Aberdeen Preparation plan for Councilwoman Ridgley.

Building Permit Activity:

Permits Processed – Residential

Address	Type	Value of Construction
203 Ferndale Road	Dumpster	$0
134 Brannan Road	Dumpster	$0
614 Law Street	Porch	$7,500.00
726 Aldora Drive	Fence	$3,000.00
905 Eleanor Drive	Fence	$4,620.00
214 Woodland Green Way	Fence	$400.00

Total:6 $15,520.00

Permits Processed – Commercial

Address	Type	Value of Construction
500 Hickory Drive	Tenant Fit-Out	$4,000,000.00
600 Hickory Drive	Tenant Occupancy	$2,000,000.00
910 Old Philadelphia Road	Trailer	$300,000.00

Total: 3 $6.300,000.00

Permits Issued this Week:

Address	Type	Value of Construction
705 Everist Drive	Patio/Driveway	$648.00
726 Aldora Drive	Fence	$3,000.00
121 S. Philadelphia Blvd.	Tenant Fit-Out	$20,000.00
42 Polk Street	Solar Panels	$21,240.00
214 Woodland Green Way	Fence	$400.00
10 Rock Glenn Road	Solar Panels	$64,800.00
811 Leni Way	Solar Panels	$17,100.00
904 Swilken Bridge Road	Steps	$0
203 Ferndale Road	Dumpster	$0
134 Brannan Road	Dumpster	$0
901 Eleanor Drive	Fence	$5,000.00
748 Everist Drive	Solar Panels	$35,150.00
4 Aberdeen Shopping Plaza	Tenant Occupancy	$0
Total: 13		$167,338.00

Amended Permits:

851 Declan Road – Deck Size; 413 Grasmere Drive – Add Landing to Deck

New Commercial Issued Certificates of Use and Occupancy:

1104 S. Philadelphia – New Warehouse Space; 965 Middleton Road – WashX; 1001 Beards Hill Road – Alteration for Canopy Space

Plans still under review at DILP and/or Health Department:

1102 S Philadelphia Blvd. – Tiltwall Shell Warehouse; 629 S Philadelphia Blvd. – ALLROADS Addition; 12 Newton Road – New Building; 48 Aberdeen Avenue – Screen Room Addition; 949 Beards Hill Road – Roof Alteration; 37 W. Bel Air – Tenant Fit-Out; 31 Lincoln Avenue – Solar Panels; 25 Lincoln Avenue – Solar Panels; 24 Pritchard Avenue – Solar Panels; 35 Lincoln Avenue – Solar Panels; 315 Mt Royal Avenue – Addition; 621 S. Philadelphia Road – Interior Alterations; 100 Rock Glenn Blvd. – Interior Alterations; 719 S Philadelphia Blvd. – Amendment; 210 Research Blvd. – Interior alteration; 210 Research Blvd.(3rd floor) – Interior alteration; 500 Hickory Drive – Solar Panels; 600 Hickory Drive – Solar Panels; 910 Old Philadelphia Road – Trailer Installation

The Preserve at Gilbert Meadows:

176 Total Lots

Total # of Permits Applied for – 176

Total # of permits released: 176 (83 SFD/93 TH)

Total # of Type I Certificates of Occupancy released - 17

Total # of Type II Certificates of Occupancy released - 150

Aberdeen Overlook

344 Total Lots

Total # of Permits Applied for – 293

Total # of permits released: 276 (92 SFD/183 TH)

Total # of Type I Certificates of Occupancy released – 13

Total # of Type II Certificates of Occupancy released – 252

C. Department of Public Works (DPW)

City Engineer

- 09-04/2007-11 COPT Northgate Research Blvd – Final inspections conducted on items outlined in Tri-Party Post-Closing Agreement. City-owned streetlights on parcel transferred to Harford County and determination on ownership/maintenance of SWM Pond 3 on City property need to be resolved.
- 21-03 Preserve at Gilbert Meadows – Storm Drain As-Built Plans comments provided 10/6/2026. Awaiting response.
- 22-05 Aberdeen Overlook – Construction active.
- 22-07 Rutter's – Awaiting submittal of RDSD As-Built. SWM As-Built approved 3/5/2026. SS As-Built approved 3/13/2026. Bonds will be reduced to maintenance upon RDSD As-Built approval. AutoCAD files have been requested.
- 23-02 Fields of Aberdeen – Sidewalk along Long Drive will need to be constructed. Final site layout pending Long Drive/Gilbert Road traffic circle design. Construction active.
- 24-02 WashX – Awaiting As-Built submittals.
- 24-03 Ripken Phase 2 Citizens Bank and National Park Turf Fields – SWM comments received from KCI 10/21/2026. Response provided 10/30/2026.
- 24-04 Hickory Ridge Lot 4 – Waiting for developer to schedule pre-construction meeting. Permit fees paid, bonds secured, plans approved, Agreements recorded. Renewal of plans requested and approved
- 25-02 Residences at Festival Square – Awaiting execution of APFO Agreement.
- 25-04 502 South Pulaski Highway – Developer plans to begin project in 2027. Waiting for permit fees and bonds to schedule pre-construction meeting. All plans are approved and agreements are recorded. Renewal of plans requested and approved.
- 25-06 WalMart Fuel Station – Concept SWM Plan clarification provided 10/8/2026. Conditional use approval for Wellhead Protection provided 9/23/2026.
- 25-08 Chick Fil A Drive Thru – Construction complete. Awaiting As-Built submission.
- 25-09 Cranberry Run FRP – Concept SWM Plan with revised layout re-submitted 10/15/2026 under review with KCI.
- 25-10 Aberdeen XChange Lots 2 & 3 – Plans approved. Awaiting permit fees, bonds, and execution of PWA and recordation of PWA and SWM Maintenance Agreement.
- 25-11 Greenside Reserve – APFO Agreement needs to be executed.
    - Phase 1A - Phase 1A RDSD, WS, and SWM plans approved. Final 378 Ponds signature approvals obtained 10/27/2026.
    - Phase 1B - Phase 1B RDSD, WS, and Phase 1B&3 SWM plans approved. Final 378 Ponds signature approvals obtained 10/27/2026.
    - Phase 2 - Phase 2 RDSD, WS, and SWM plans approved. Final 378 Ponds signature approvals obtained 10/27/2026.
    - Phase 3 – Phase 3 RDSD & WS Plans approved.
    - Phase 4 – Phase 4 RDSD & WS plans provided 10/15/2026. Phase 4 SWM Plan comments from EN received 10/16 to be provided 10/30/2026.
    - SPS – Plans approved 8/10/2026.
- Tenant Fit-Out Reviews – Water Capacity Request (WCR), Commercial Wastewater Survey (CWS), and Grease Trap (GT) if needed:
    - 3738 Churchville Road, Suite A – Sweet Greek Grill GT approved 10/27/2026.
    - 37 W Bel Air Avenue – Nash & Smashed CWS, WCR, and GT submittals reviewed and approved 10/29/2026.
- 46 Norman Avenue Sidewalk – Developer will build the sidewalk per email sent 10/23/2026.
- 727 Old Philadelphia Road, CubeSmart – Project submitted for November Planning Commission meeting 11/18/2026.

- 900 Beards Hill Road SWM Waiver Request – Response to request for SWM Waiver pending. Per MDE SWM Design Requirements, requested waiver is not permitted.
- MS4 Design Scopes:
    - FY25 and FY26 Biannual Permit Report – Report signed for submission.
    - Railbird & SR10 Design Scope – Contract signed and generated PO.
    - Windy Hill & Middelton Road/UCH Pond – Request design scope for possible BMP at Windy Hill Business Park and at Middelton Storm Drainage Area.
    - Mason's Law – Request design scope from KCI to complete inventory of affected drainage inlets for City to meet requirements for Mason's Law by July 2027 deadline.

Program Manager

- 22-05 I-95 Water Tower – Site meetings scheduled at HEAT BPS for electrical upgrades ongoing. Pattern for logo painting in production, expected to ship on 10/19/26. Further timeline updates available at that time. Permit & construction closeout by end of month.
- 22-18 Swan Meadows Utilities – *Please see Project Engineer's updates moving forward.*
- 23-07 WTP PFAS Upgrade – Review of 90% plans set for 10/20/26. Waiver received from Harford County Development Advisory Committee for certain permit requirements.
- 24-02 Lead Service Line Inventory Compliance – 68 out of 177 completed. No change.
- 26-03 Sewer Rehabilitation – Cleaning scheduled for 10/26/26. Pipe lining begins 11/9/26. Manhole lining to begin 11/9/26.
- 26-04 South Drive Sewer Interceptor – New sewer mains and manholes on Poplar Alley, Walker Street, Carol Avenue, Poplar Alley, and James Avenue are active including services on Walker Street. Excavation is ongoing to connect and modify existing sewer on South Drive before extending new main on South Drive up to Webb Street. 1100 of 1600 feet installed.
- 26-05 WWTP Primary Clarifier #2 – Submittals received and approved. Equipment on order with Amwell. Manufacturer estimates delivery March 2027. No change
- 26-06 WWTP Final Clarifier Resurfacing – Project is active. Clarifier has been enclosed and surface preparation is complete. Resurfacing ongoing.
- 27-02 Aberdeen Hills Waterline Phase 2 – Preliminary field work is ongoing. As-built documents of existing condition and proposed changes expected from contractor by 10/23/26. Ongoing.
- Additional Water Source Exploration – GTA has reviewed data and historical files from multiple agencies. Meeting requested to review with GTA and discuss proposal for next steps.
- Middelton Road Storm Drain Improvements – Site meeting with aerial inspection service scheduled for 10/29/26. Ongoing.

Project Manager – Swan Meadows

Construction Progress & Schedule

- Contract not active at this time
- Agreement received for processing today

Financial Status & Contract Changes

- No changes at this time

Resident Communication & Service Impacts

- Attended community meeting 10/28/2026
- Responded to questions from Aberdeen East Action Committee
- No service impacts

Field Oversight, Quality, Safety

- No issues

Open Issues

- No issues

Code Enforcement

FY2027 Curb, Sidewalk, and Street resurfacing 27-01:

- No scheduled work currently. Contractor is on another job.

City Compliance

- SWM Triennial Inspections for FY27 have begun.

Code Enforcement

Code Enforcement	Active	Letters Sent	Follow Up	Closed
Calls	15	-	-	-
Emails	30	-	-	-
Cases	33	18	11	6
Tall Grass Cases	8	0	0	3
Sewer Cap Cases	28	0	0	0
Smoke Test Cases	2	0	0	0
Sink Hole Cases	0	0	0	0
Violations Posted	6	0	0	0
Citations Written	0	0	0	0

- **217 Carol Ave** - Reinspect property on 2026-11-13. Homeowner is getting another dumpster. In progress.

- **700 Maxa Rd** - Code Compliance sent out a final notice letter for tying into city sewer, one certified, one regular. Waiting for 3 estimates or a signed contract. The Williams's are reliant on getting the grant, thus they need the 3rd proposal (Pinnacle) to submit, since this job is estimated at over $40K. The Williams's are hoping by the end of Oct to have the grant submission completed

GIS Specialist

Fleet Master Data Review

- Used the Fleet Master hosted table (ArcGIS Online) as the source for depreciation work, drawing on Original Cost, Model Year and Vehicle / Equipment Type
- Found gaps in the asset data: purchase cost is missing for 117 of 248 assets, and model year for 100, mostly small equipment
- Confirmed the City's depreciation method (straight-line, 1–15 year useful life for vehicles) from the FY 2025 Annual Comprehensive Financial Report, to line fleet data up with Finance's capital asset records

Depreciation Model

- Built an Excel depreciation workbook from the Fleet Master export, keyed on Vehicle ID and sorted to match the GIS inventory (VE-1 through SE-102)
- Set up useful life by Vehicle / Equipment Type, the same categories used in the Fleet Master Vehicle Types domain, so the model can move into ArcGIS without remapping
- Flagged assets past their useful life, as a first step toward replacement planning in the GIS

Planned GIS Integration

- Add Useful Life and Book Value to the Fleet Master table, calculated with Arcade so new vehicles get them automatically through the Add Asset form
- Show book value and past-life status in the Fleet Garage app's vehicle details
- Add a replacement-planning view to the Fleet Management Dashboard, by vehicle type and department
- Match Fleet Master against Finance's capital asset list by VIN to find missing or unrecorded vehicles

DPW Administrative Assistant

Facebook/Instagram

- Posted ABHS Christmas Bazaar sign up flyer
- Posted Christmas Street Parade reminder from Main St page
- Posted Economic Development Week recognition of 6 businesses
- Posted final reminder of Swan Meadows Q&A Mtg. on 10/28
- Posted Wayback Whensday re: Hanging Sailor of Perryman
- Posted video of Swan Meadows Q&A Mtg.
- Posted photos from Trunk or Treat

Facebook Data (October 24 – October 31)		
Performance Measure	**Qty.**	**Increase or Decrease**
Facebook Views	114k	-7%
New Followers	93	+17.7%
Page Visits	3.3k	-0.7%
Interactions	1.6k	+21.1%

Website

- Added a button on homepage to link directly to the Swan Meadows project page
- Uploaded the City Weekly Activity Report
- Uploaded all new links to the Swan Meadows project page
- Uploaded video to Swan Meadows project page for the Q&A meeting

Finance

- Processed 6 invoices for payments totaling $779,685.41
- Submitted 0 requisitions totaling $

Utility Permits

- Issued permit 26-63 to Comcast for 43 Hillman Ct
- Issued permit 26-64 to BGE for 46 A Norman Ave
- Issued permit 26-65 to BGE for 46 B Norman Ave

Misc.

- Scheduled follow-up meeting with Enterprise Fleet Mgmt. for 11/3
- Updated City Hall Phone Directory
- Printed off 200 half-sheet flyers for Swan Meadows Q&A Mtg. for Mayor to distribute door to door
- Updated Swan Meadows Mtg. sign in sheets
- MPIA – Assigned Aberdeen Plaza sink hole request to Rolla, Jason, Fred, and Brian
- Printed off 50 copies of the Swan Meadows Mtg. info packets
- Generated .xls spreadsheet to collect names to sign up for Swan Meadows community updates
- Scheduled follow up meeting with Vector Fleet for 11/16
- Notified maintenance dept of light pole down on Rt 40 by Wawa per Mayor
- Updated Swan Meadows info packets and put 20 copies in lobby
- Mailed 12 letters (6 certified) for Rolla to landowners
- Created the Planning Commission Meting agenda for 11.18 in Granicus for Phyllis.

Maintenance Division

Buildings & Grounds

- Responded to 30 requests for service.
- Provided chipper service to 7 locations.
- Performed maintenance to the DPW facility's transfer-station.

Streets & Storm Water

- Cut 1,845 LF of roadside vegetation and clean 7,665 LF of roadside trash.
- Cut down and removed 6 trees.
- Cut vegetation and cleaned up 3 dead ends at J Alley, Green Ave., and Grasmere Dr.
- Replaced 3 temporary roadway patches with 13.5 tons of asphalt.
- Repaired an 18" stormwater pipe and started building a manhole for access on Graceford Dr. near Burkley Ave.

Water & Sewer

- Responded to 2 requests for service.
- Repaired a leaking water service at 207 Schmechel St.
- Repaired the water service at 77 Baker St.
- 33 residential water meters are installed.
- Repaired /replaced a 110' section of 8" sewer main on Burkley Ave. near Graceford Dr.
- Performed preventative maintenance on sewer mains in various locations and cleaned 100' of sewer main.

Fleet

- Services: 6
- Scheduled Repairs: 8
- Emergency Repairs: 6
- Unit 26 – DPW Small Dump – Sent to vendor for Backup camera repair.
- Unit 84 – APG Pump Truck – Sent to vendor for pump engagement issue.
- Unit 92 – Compost Front Loader – Loose axle – vendor coming to job site for repairs.
- Unit 128 – WWTP Pickup – sent to vendor for steering issue.
- Unit 101 – Trash Truck – Sent to Vender for radiator replacement.

Manpower

- 5 openings in Maintenance.

Water / Wastewater Plant Operations

Waste Water Treatment Plant

- COA WWTP treated 12.0 million gallons. Oct. 21st to Oct. 27th.
- APG WWTP treated 2.0 million gallons. Oct. 21st to Oct. 27th.
- Pulled main sewage pump #1 drive shaft and sent to DSI for rebuild.
- Relocated SCADA CTU into the WWTP admin hallway from truck bay 2.
- PAC & Press polymer containment area sump pump failed installed new sump pump.
- Repacked Windemere SPS pump #1.

Water Treatment Plant

- COA WTP treated 2.5 million gallons. Oct. 21st to Oct. 27th.
- APG WTP treated 5.7 million gallons. Oct. 21st to Oct. 27th.
- 12 routine and 1 special bacteriological samples.

Department

- 2 operator vacancies-. 2 applicants tentative start date November 2nd.
- 1 facility worker vacancy- Applicant no showed for interview on October 23rd.
- 1 plant mechanic vacancy- One applicant in the per-hiring process.
- After hours service calls.
- Meeting to discuss Heat center booster pump station upgrades.

Superintendents

- 20 APG contract hours.
- Submitted COA & APGN WWTP September discharge monitoring reports to MDE/EPA.
- Submitted COA & APGN WWTP 3rd quarter pre-treatment reports to MDE.

APG Water / Wastewater Privatization Office

***NOT FOR PUBLIC DISTRIBUTION!**

Program Manager

- Attended the APG Installation Readiness - Tabletop Exercise at the Converge Center (all day activity).
- Made several final preparations to support the Lift Station #5116 upgrade.
- Working with COA B. Shatto for a second quote to repair driveway concrete in Patriot Village.
- Held & Sponsored a team building exercise at B33604.
- Provided start-up oversite at LS#5116 to kick off the upgrade project.

Maintenance Crew

- Repaired water main leak near building 2202.
- Cleaned and organized utility vehicles used at water leak repair
- Cutting of R.O.W's and marking stumps for removal.
- Picked up Uline Order from City WWTP – Order was delivered to wrong address.
- Sifted through spoil pile at the Transfer Station to separate mixed material.
- Completed Dirt work at site where previous water leaks were repaired.
- Locations: near BLDG #5046 Havre De Grace St, at BLDG #6196 B, Pride Ct and near BLDG #2407 Oakington St.
- Cut shop grass at BLDG # 3604, 3605 & 3606.
- Inspected & performed modified clean on sewers on the sewer route.
- Put up parts at Capital Electric in Upper Marlboro for D&P Electric – Upgrading L/S at BLDG #5116.
- Cleaned L/S with jet truck before and during L/S upgrade at BLDG #5116.
- Picked up Unit #66 from City Maintenance Shop – There for repairs.
- Responded to possible leak on Aerospace Rd. Findings was ground water, residual from WTP collecting a Special Bacti.
- Employee working through EDL training online.

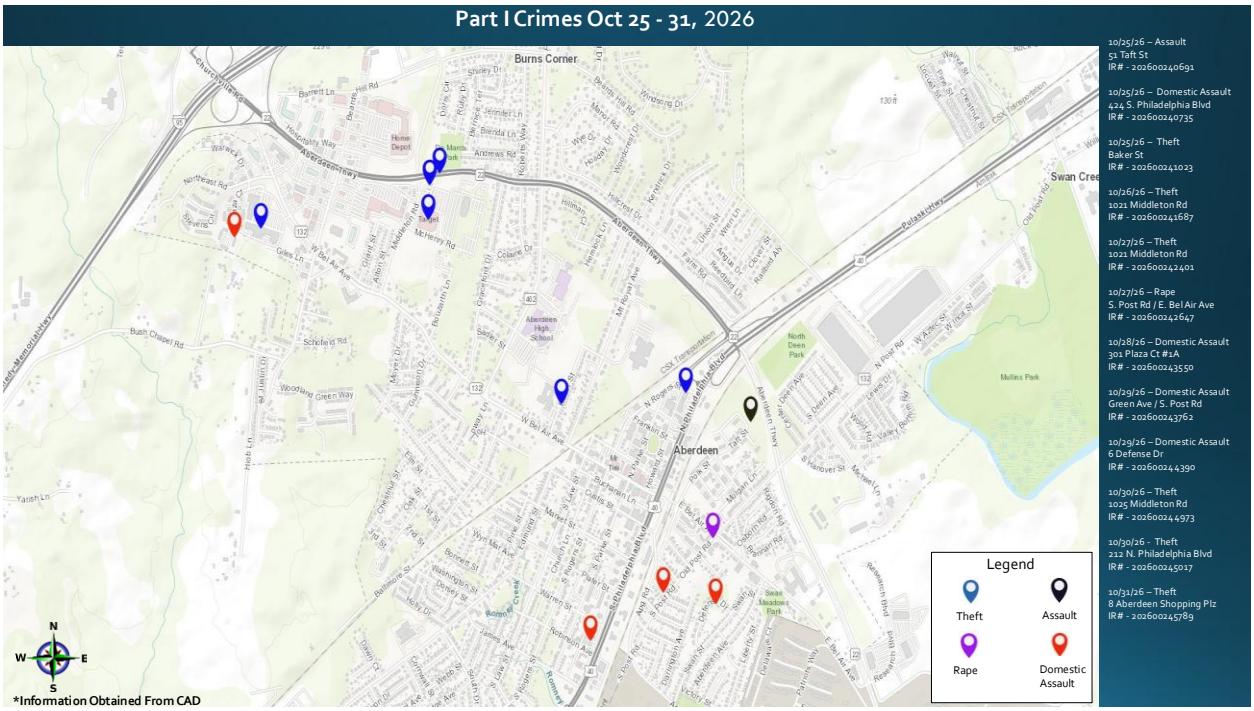
D. Human Resources Department

Current Posted Openings – 16 total

- APG Maintenance Shop – 1 -Foreman
- DPW Maintenance Shop – 4 - Maintenance Workers (1 Pending Start 11/2), 1 - Mechanic
- W/WW – 2 Operators (1 Offer Pending, 1 Pending Start), 1 Mechanic (Offer Pending), 1 Facility Worker
- APD Non-Sworn –1 Admin Tech, 2 Community Safety Specialist
- APD Sworn – 3 Officers

II. Aberdeen Police Department (APD)

Oct 25 - 31, 2026



APD Calls for Service
Oct 25 - 31, 2026
Total Call for Service/Events Works - 603

Patrol Checks – 111
Community Policing Detail – 1
Foot Patrols – 79

Eastern District Incidents

Assault – 3

Abuse – 1

Rape – 1

Fugitive - 1

Central District Incidents

Assault – 1

Trespassing – 1

Fugitive – 2

Theft - 1

Western District Incidents

Theft – 5
Disorderly – 1
Missing Person – 1
Unattended Death – 1
Assault – 1

Arrest Oct 18 - 24, 2026

Adult Arrest

10/12/26	202600231391	Warrant
10/17/26	202600235002	DUI
10/17/26	202600235275	Warrant
10/17/26	202600234884	Domestic Assault
10/18/26	202600235894	Warrant
10/19/26	202600228009	Viol.Peace Order
10/20/26	202600237368	Warrant
10/21/26	202600237731	Warrant
10/21/26	202600237964	Driving Uninsured
10/21/26	202600238200	Assault
10/22/26	202600238566	Assault
10/22/26	202600238519	DUI
10/24/26	202600206015	Summons
10/24/26	202600220153	Summons
10/24/26	202600240627	Weapons Violation

Juvenile Arrest

10/20/26	202600236856	Assault
10/20/26	202600236856	Assault

APD Weekly Traffic Report

Oct 25 - 31, 2026

Traffic Stops

183 Stops/Contacts

72 State Citations

201 Warnings

17 Safety Equipment Repair Orders

0 DUI

Crashes (Reportable, PI/PD)

2 (0 Property Damage, 2 Personal Injury)

SMART (Speed Monitoring Awareness Radar Trailer)

- 887 Edmund St
- Edmund Street / Holly Drive

STATTRAK

- S. Parke Street / N. Rogers Street

IT

- 27 Miscellaneous user/computer issues
- Daily surveillance camera check
- Daily firewall inspection and report
- DEA drug takeback with detective Garrett
- IDs for HR x4
- Complete adp annual review
- Create LPR audit log
- AT&T meeting
- Create firearms distribution group
- Configure computer rebuild

Recruitment

Weekly Report 10/25-11/01, Recruitment and hiring

The agency currently has 4 vacancies. We have received three (3) recruit applications, and one (1) lateral application. The issue with job posting visibility on Indeed has persisted, I am remaining in communication with HR, Indeed, and Keldair to find resolution. One entrance level applicant submitted to truth verification testing and passed; his process will be wrapped up within the next couple of weeks – he is set to attend MPCTC [redacted] beginning in March. An additional entrance level applicant submitted to a re-test for his written examination and did not pass. 3 recruit interviews were hosted and 2 received a favorable recommendation from the board, they were given background investigation paperwork. OOS Lateral [redacted] will be starting her employment mid-month.

Administration

Administrative Corporal

Fleet

Unit 224 – Placed order for rear driver's side window bars. Will work on getting it back to a serviceable condition. Ordered new Temperature and humidity sensor as well.
Unit 204 – I had to return the truck to All Roads. The rear taillights, brake lights and turn signals were not operable and the interior dome light was left hanging down. They took care of all items while I waited.
Unit 235 – approved for transmission repairs. This unit is at Al Packer.
Unit 236 – received new battery.
Unit 227 – completed at DPW. I moved it to the WWTP. It now has a switch on the battery to stop the parasitic draw.
Unit 204 – Global installed the rifle rack in this unit.
Unit 225 – returned to Ofc. Epps from Al Packer.
Unit 206 – New decals. I picked it up for detailing. Full detail completed on 10/29/26. Ofc. Zwick is scheduled to pick it up on Nov. 4th at 0900 hours and return unit 223.
Unit 225 – Back to Al Packer for the check engine light.
Unit 220 – needs to go to Preston Ford for the Recall Photographs.
Unit 239 – picked up Camaro. New tire, rim and jack replaced.
Unit 222 – Ofc. Pott's patrol unit will go in for new decals on November 2nd.
Unit 206 – added to fleet at car wash. This has been assigned to SRO Zwick.
Speed trailer damaged – Ofc. Buettner will be getting a quote from All Roads.

Grants

GVRG – Ballistic Shields were received and unboxed. Training is forthcoming.

Due to the discount received on the shields, additional funds allowed us to purchase 2 additional shields to utilize the entire grant.
Worked on training for Ballistic Shields. Todd Persuhn can train the troops pending approval. He has agreed to train the officers free.

Community Policing / Relations

Tyler from Target donated candy for the trunk or treat events.
Participated in Trunk or Treat in Festival Park.
Participated at Trunk or Treat at Halls Cross Roads.
Participated in the Drug Takeback program (Det. Garrett worked on the detail).
Participated in media campaign to sell the APD/Renee's Rescues calendars.
Revised the Community Policing invitation to add more accuracy about the event.
Attended Christmas Street Meeting with DPW and Vickie Horne.

Personnel

Completed Taser Recertification and Test
CIT Refresher link and information was disseminated.
Submitted MPCTC application for Trainer for Ofc. Saraiva.
Enrolled Off. Edwards in Basic Instructor Training and submitted appropriate supporting documents.
Enrolled Sgt. Hoffman in training in NJ.
Teen Court – held a phone conference with the Teen court coordinator. Information was distributed to all officers.
Conducted CVSA exam, preparations and report for potential new hire.
NPA submitted for Ofc. Potts – return to full duty.
Notified officers that they must sign up for the detail on Dec. 5th by Nov. 6th or they will be assigned.

Miscellaneous

PIO postings.
Attended mandatory command staff meeting.
Entered trainings into Skills Manager

Accreditation

Proofs of Compliance

Mock assessors have recommended stronger proofs for some standards. I have been removing weak proofs (re-opening) the files, then replacing them (closing the files again) with the stronger proofs. Completed 5 Chapters.

Limited Mock Assessment (9 Chapters): September 2026

Received these notes in late September or early October and have been studying and implementing some of their recommendations:

Ch 1 Law Enforcement Role and Authority - wip
Ch 2 Agency Jurisdiction and Mutual Aid - completed
Ch 3 Contractual Agreements for Law Enforcement Services - wip
Ch 17 Fiscal Management and Agency Property - wip
Ch 31 Recruitment and Selection

Ch 40 Crime Analysis and Intelligence - completed
Ch 71 Processing and Temporary Detention - wip
Ch 74 Legal Process - completed
Ch 84 Property and Evidence Control wip

Full Mock Assessment (24 remaining Chapters): October 21-October 28, 2026

Received mock assessments notes:

Ch 22 Personnel Management System
Ch 41 Patrol
Ch 61 Traffic
Ch 70 Detainee Transportation

Policies & Procedures

Ch 25.05 Selective Traffic Enforcement – writing procedures

Ch 28.11 Prisoner Transport and Temporary Detention – writing prisoner processing procedures.

FORM Detainee Transport to Outside Agency Checklist - amended

CALEA recommends reviewing all policies that are 10 years old or older with no revisions. Prepared a list of policies and sent them to Commanders to review before the November CSM file review. If changes are not needed, instructions are to note “Reviewed (date)” on the policy.