

# **Lebanon Police Department**



## **2003 Annual Report**





## **CITY OF LEBANON PUBLIC SAFETY DIVISION**

**BILLY WEEKS**  
Commissioner of Public Safety  
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**DON FOX, Mayor**  
200 Castle Heights Ave. North  
Suite 100  
Lebanon, Tennessee 37087

Commissioner Billy Weeks

Dear Commissioner Weeks,

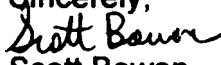
It is my pleasure to present the Lebanon Police Department's 2003 Annual Report.

The Lebanon Police Department experienced significant changes and improvements during 2003. In February 2003, a new Chief of Police was appointed to guide the Department. The Department became Nationally Accredited in March of 2003. The awards ceremony was the culmination of five years of hard and diligent work accomplished by the members of the Department. Six members of the Command Staff received promotions during 2003 including, Kirk Whitefield, SOD Lieutenant, K.D. Smith, Patrol Lieutenant, Brent Willett, Patrol Sergeant, Titus Kelley, Patrol Sergeant, and Travis Fakes, Patrol Sergeant.

The Department was affected greatly by the current war in Iraq. Six Police Officers were called to active duty during 2003. This military activation caused a significant manpower shortage. Police Officers worked additional hours and the Department utilized Public Safety Officers from the Fire Department to offset the shortage.

The Department continues to prepare itself for unusual occurrences, including terrorist threats and Weapons of Mass Destruction. The Department's employees have received numerous hours of training to deal with these situations. Equipment, including chemical suits, Anthrax testing kits, Self Contained Breathing Apparatuses, and a fully equipped Mobile Command Unit were purchased during 2003 to better prepare the Department for Homeland Security issues. The Mobile Command Unit was purchased with grant funds received from the Bureau of Justice Administration and matching funds appropriated by the Mayor and City Council.

We look forward to continuing our positive relationship with the Mayor and City Council to improve the quality of life for the citizens of our great city.

Sincerely,  
  
Scott Bowen  
Chief of Police

## **ADMINISTRATIVE DIVISION**

### ***Complaints/Internal Affairs***

The Chief of Police, along with the Department Supervisors, accepts and investigates all aspects of officer conduct including, complaints and Internal Affairs. Supervisors are ethically bound to be thorough, fair, and impartial during complaint and Internal Affairs investigations.

Each complaint received by the Department is thoroughly investigated and results in one of the following findings:

#### ***Sustained***

The allegation is supported by sufficient evidence to believe the incident complained of occurred. Recommendation for appropriate disciplinary action is made.

#### ***Not Sustained***

Investigation disclosed insufficient evidence either to prove or disprove the allegations.

#### ***Exonerated***

The incident complained of occurred; however, the actions of the employee were lawful and proper.

#### ***Unfounded***

The investigation disclosed that the alleged act complained of never occurred and therefore is false. (This may apply to one or all accusations against the employee.)

#### ***Policy Failure***

If the complaint investigation concludes that the allegation is true, but the employee's actions were consistent with Department policy, the complaint will be classified as "exonerated-policy failure."

During 2003, the Agency received six complaints. A Departmental Supervisor investigated five complaints, and one was investigated as an Internal Affairs matter. All complaints were filed against sworn police officers resulting in the following dispositions:

<b><i>Sustained</i></b>	<b>1</b>
<b><i>Not Sustained</i></b>	<b>0</b>
<b><i>Exonerated</i></b>	<b>0</b>
<b><i>Unfounded</i></b>	<b>5</b>
<b><i>Policy Failure</i></b>	<b><u>0</u></b>
<b>Total</b>	<b>6</b>

### ***Citizens' Review Board***

The Citizens' Review Board is an independent board that gives citizens an alternative method to report complaints against the Police Department. During 2003, two complaints were filed with the Board. Members of the Review Board found both complaints against Departmental personnel unfounded.

### ***Audit and Inspections***

The Department Staff conducts audit and inspections to ensure adherence to administrative and operational procedures. Staff inspections and audits promote a review of the Department's administrative and operational activities, facilities, property equipment, and personnel.

Patrol Detail Supervisors are responsible to conduct visual daily personnel and equipment inspections and are responsible to correct any deficiencies. The Special Operations Commander is responsible to ensure that adequate investigative materials are available and any deficiencies are corrected. Unannounced Property / Evidence Facility inspections are completed and documented by the Chief of Police. The Evidence Custodian conducts semi-annual property / evidence audits to ensure adherence to property control procedures and Departmental policies and procedures. A supervisor not assigned to the property / evidence function completes an annual property / evidence audit. All inspections and audits conducted during 2003 were completed in a timely manner with no major issues discovered and all deficiencies were addressed.

### ***Citizens' Surveys***

Throughout the year, the Police Department asks for citizen input into the services they receive. Citizen Surveys are sent to citizens that have had contact with the police. The citizen rates the Department on items such as response time, action taken, attitude of employee and knowledge of employees. Citizens are asked to rate the dispatcher, the patrol officer, and the investigator. The citizen rates the questions concerning police service from Poor to Excellent. Upon completion, the surveys are mailed to the Chief of Police. Over 70 percent of the Citizens' Surveys received rated the Department as Excellent with 29 percent rating the Department as Good and less than 1 percent rated the Department as Fair or Poor.

### ***Citizens' Public Safety Academy***

The Police and Fire Departments combined to host a Citizens' Academy. The academy is an extensive 10-week program. The program is designed to provide the participant with knowledge concerning the day-to-day operations of the Police and Fire Departments. Participants are given the opportunity to visit fire and police facilities, participate in ride along programs, provide any concerns or input they feel is important, and obtain the training to receive their State of Tennessee issued Carry and Conceal Handgun Permit. In 2003, thirty-five individuals graduated from the Academy.

### ***Public Safety Explorer Post 2076***

**Explorer Post 2076** is sponsored by the Lebanon Police/Fire Departments as a community-based policing program. This successful program is designed to educate and involve young men and women in police operations and to interest them in law enforcement functions, whether they enter the law enforcement field or not. The attendance count for the year 2003 has averaged 26 youth and 6 adults. The Post meets weekly to enhance their knowledge on Departmental policies as well as preparing for upcoming events that the City is hosting. Approximately 160 hours of training has been conducted during regular meeting dates.

### ***Mayor's Youth Advisory Council***

The Mayor's Youth Advisory Council is comprised of students from both Lebanon High and Friendship Christian School. The general purpose of the council is to assist the Mayor's office in improving the quality of life for the youth population and assisting the City with identifying and implementing new programs that promote safe, responsible behavior for our youth. The Mayor's Youth Council spearheaded the "Youth Night" program during the winter months of 2003. This program was a success in that it provided a safe, drug free environment for the youth to socialize. The youth of our city were also able to talk with police officers that worked the event weekly.

### ***Accreditation***

The Accreditation Manager is responsible for maintenance of the Accreditation Program for the Department. An intense effort is put forth to ensure compliance with 444 standards. The Accreditation Manager represents the Department at the Commission of Accreditation for Law Enforcement Agencies (CALEA) conferences and numerous training sessions in order to maintain an in-depth and updated understanding of all accreditation requirements.

The Department's Initial Accreditation On-Site was conducted in December 2002 with the Department receiving Initial Accreditation from CALEA in March 2003 becoming only the 28<sup>th</sup> accredited agency in Tennessee. The Initial Accreditation Award shows that the agency is dedicated to providing highly professional services to our community.

### ***Grievances***

The Department encourages employees with grievances to report them to a Departmental Supervisor. The Chief of Police or a Departmental Supervisor may be assigned to investigate the grievance. A report including the alleged grievance, the facts of the investigation, and a conclusion of facts is completed on each employee grievance. No employee grievances were reported during 2003.

## **Crime**

The Police Department conducts monthly crime analyses to determine manpower allocations and assignments. Most violent crime categories showed a decrease in 2003 compared with 2002.

### **2002-2003 SYNOPSIS OF INDEX CRIMES**

<b>Crime</b>	<b>2002</b>	<b>2003</b>	<b>%</b>
<i>Assault</i>	231	196	<b>-14.3</b>
<hr/>			
<i>Forgery</i>	90	-	
<i>Rape</i>	24	11	<b>-54.2</b>
<i>Robbery</i>	28	19	<b>-32.2</b>
<i>Stolen Vehicle</i>			
<b>Theft</b>			

## **Crime Prevention/Special Events**

Crime Prevention is a shared responsibility of all Departmental employees. The Public Safety Coordinator is the primary contact for crime prevention awareness programs. The Department utilizes Citizen Surveys to obtain feedback from citizens concerning crime prevention efforts. During 2003, the Department participated in crime prevention events such as Senior Citizen Crime Awareness seminars, Neighborhood Block Meetings, and Neighborhood Watches. The Public Safety Officers were assigned to several special events in 2003. Police and Fire Public Safety Officers covered the following events.

<i>April-2003</i>	Ward Ag Center Easter Egg Hunt
<i>May-2003</i>	Founders Day
<i>July 4<sup>th</sup></i>	Fireworks Ward Ag Center
<i>July 18<sup>th</sup> – 19<sup>th</sup></i>	City of Lebanon Cedarfest
<i>August 2003</i>	Wilson County Fair (9 day event)
<i>September 11<sup>th</sup></i>	Memorial Walk
<i>October 2003</i>	Octoberfest (2 day event)
<i>October 2003</i>	Halloween in the Park
<i>November 2003</i>	Veterans Day Parade
<i>December 2003</i>	Christmas in the Park
<i>December 2003</i>	Christmas on the Square
<i>December 2003</i>	City of Lebanon Christmas Parade

### ***I-Dent-A-Kid***

The Public Safety Explorers and the Mayor's Youth Council conducted this program at both the Prime Outlets Mall and the Jimmy Floyd Family Center. Approximately 250 Children were fingerprinted, photographed and their guardian given an I-Dent-A-Kid Packet.

### ***Preventing Scams and Frauds***

This class was designed and targeted towards the elderly citizens of Lebanon. The class educated the elderly on potential scams that they could fall victim too. The class was taught at the Lebanon Senior Citizens Center and approximately 50 people were in attendance.

### ***Prevention of Trailer Thefts***

Public Safety Officers were assigned the task of locating utility trailers that could possibly be stolen and to inform the owner of trailer theft prevention methods. Over 50 owners were informed and made aware of the potential victimization.

### ***C.P.R And First Aid***

This class was geared toward elderly citizens of Lebanon and was structured to educate the elderly on proper life saving techniques. The class was held at the Lebanon Senior Citizens Center.

### ***Neighborhood Watch Program***

The Public Safety Division attended several Neighborhood Watch meetings in 2003. The Police Department attended two large neighborhood gatherings at Oak Hill Subdivision and Greenlawn Drive. The Police Department has also replaced several of the aging signs in most of the Neighborhood Watch areas. The formation of two new watch areas in Richmond Hills Subdivision and Weatherly Estates is pending.

### ***Employment***

Potential employees must successfully complete several steps to be hired. The applicant must first apply with the Personnel Department and must then complete a knowledge comprehension test. Upon completion of the test, the candidate must take part in an oral interview board. If the candidate is selected to continue in the employment process, the candidate must submit to a Computer Voice Stress Analyzer (CVSA) test and an extensive background investigation. Upon successful completion of the CVSA Test and the background investigation, the potential employee must pass a pre-employment physical, psychological exam, and a drug screen. The Department is committed to hire only the best candidates for job openings. The Department hired 14 new employees during 2003.

## ***Recruitment***

The members of the Department have been aggressive in the recruitment of candidates for employment. During 2003 Departmental employees have participated in job fairs, career days, career lectures, and ride-a-long programs. The Department maintains a close liaison with Cumberland University's Criminal Justice Program and hosts a Criminal Justice Internship Program. The enrolled students must complete a 100-hour practicum.

During 2003 the Department was able to increase female sworn employees from four to six. The Department will continue to recruit the best possible candidates for a career in law enforcement.

## ***New Employees***

Kenneth Powers	Patrolman
Hilary Cothren	Patrolman
Jason Bringhurst	Patrolman
Christine Self	Patrolman
Corey Cook	Patrolman
Robert Johnson	Patrolman
P.J. Hardy	Patrolman
James Tuggle	Patrolman
Stephen Huddleston	Patrolman
Andrew Hawkins	Patrolman
Thomas Smithey	Dispatcher
Becky Mount	Dispatcher
Faith Moore	Dispatcher
Bob Cowin	Animal Control Officer

## ***Promotions***

Scott Bowen	Chief of Police
Brent Willett	Patrol Sergeant
Titus Kelley	Patrol Sergeant
Travis Fakes	Patrol Sergeant
K.D. Smith	Patrol Lieutenant
Kirk Whitefield	SOD Lieutenant
Sid Cripps	Investigator

## ***Separations***

Randy Trammel	Retired	Chief of Police
Charles Tomlinson	Retired	Codes Director
Jeff Nester	Terminated	Patrol Sergeant
Jonathan Daniel	Resigned	Patrolman
Scott Osborn	Resigned	SOD Lieutenant
Kevin Callis	Resigned	Dispatcher
Mike Wentzell	Resigned	Patrolman
William Cosby	Resigned	Patrolman



## ***Awards***

During 2003 the Department recognized several employees. Officers David Willmore, James Tuggle, and Timothy Kelley received the Police Excellence Medal for their apprehension of a homicide suspect. All three officers placed their own lives in danger to protect other innocent lives. The officers' dedication and devotion were rewarded with the Police Excellence Medal. This Commendation is awarded to a police officer who demonstrates bravery at the imminent risk of serious bodily injury. The officer must have demonstrated exceptional courage by performing a voluntary course of action in an extremely dangerous situation, the omission of which would not have subjected the officer to censure for failure in the performance of duty. The Commendation of Excellence ranks next in prominence to the Commendation of Valor.

Each year Departmental employees select an Officer of the Year. The Officer of the Year for 2003 is Patrolman Joseph Nokes. Patrolman Nokes has been with the Department since 1999. Patrolman Nokes is currently activated and is serving in Iraq with the 269<sup>th</sup> Military Police Company.

## ***Personnel Early Warning System***

The Personnel Early Warning System is only one of the methods by which employees are identified as possibly needing assistance with performance and/or stress related problems. The system is intended to serve as a systematic approach to highlighted tendencies that may otherwise be overlooked. A comprehensive Personnel Early Warning System is an essential component of good discipline in a well-managed law enforcement agency. The early identification of potential problem employee areas and a menu of remedial actions can increase agency accountability and offer employees a better opportunity to meet the agency's values, goals and objectives, and mission statement. Departmental supervisors track day-to-day employee performance to ensure that employees are meeting the level of performance expected. Employee activities that are closely monitored by Departmental supervisors include sick time used, use of force reports, vehicle pursuits, performance evaluations, and complaints. Supervisors are required to counsel with employees when the prescribed threshold is reached. Supervisors must submit a quarterly report to the Chief of Police detailing the employee's performance.

## ***Employee Assistance Program***

The purpose of the Employee Assistance Program (EAP) is to recognize that there are a wide variety of personal problems that could potentially affect an employee's health, productivity, and general well being. Some of these problems include the following: marital or family difficulties; depression; anxiety; dependence on alcohol or other substances or working/living with someone who is chemically dependent; job stress; financial, legal or medical problems, to name a few. The City of Lebanon provides the resources for all city employees and family members so that the above problems will be addressed in a professional and confidential manner.

## ***Use of Force***

Officers are required to submit a Use of Force report anytime that force has been or has been alleged to have been used by an employee. The employee's supervisor is responsible to review all aspects of the report and forward the report to the Patrol Captain and on to the Chief of Police for their review. All Use of Force reports are reviewed by the Command Staff to see if any patterns, trends, or concerns need to be addressed. The Department also produces an annual Use of Force Analysis. In 2003, the Department experienced a significant reduction in Use of Force incidents from the previous year. The CALEA Assessment Team noted in their final report that they were impressed that arrests made by the department continue to increase while the percentage of use of force incidents continue to decrease.

## ***Vehicle Pursuits***

One of the biggest liabilities in police work today is vehicle pursuits. The Department's policy is very strict and limits vehicle pursuits. All officers are required to receive emergency vehicle operations training during the Department's annual in-service program. During 2003, the Department engaged in 10 vehicle pursuits.

## ***Racial/Biased Based Profiling***

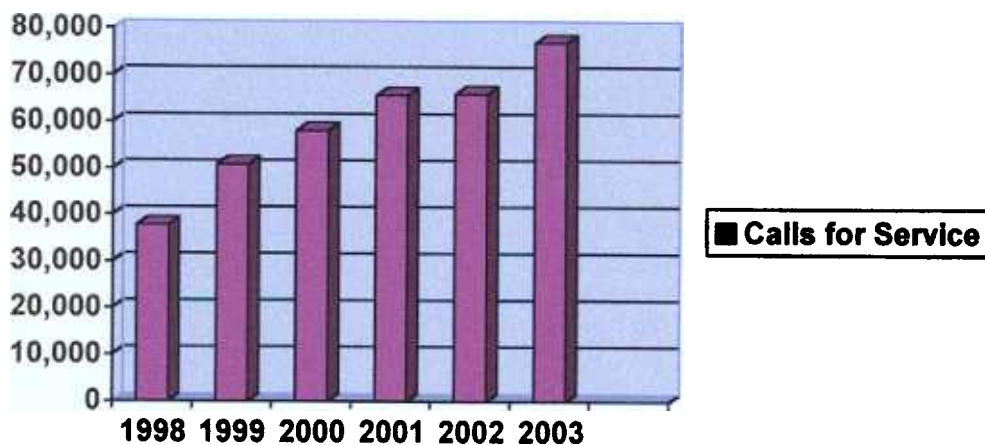
All investigative detentions, traffic stops, arrests, searches and seizures of property by officers will be based on a standard of reasonable suspicion or probable cause as required by the Fourth Amendment of the U.S. Constitution and Statutory Authority. Officers must be able to articulate specific facts, circumstances and conclusions that support probable cause or reasonable suspicion for an arrest, traffic stop, or investigative detention. Departmental officers receive cultural diversity training to assist them.

The Department received one complaint during 2003 alleging racial profiling. The complaint was reviewed by the Chief of Police and by the Citizen's Review Board and was ruled unfounded. The Department tracks all traffic stops to ensure compliance with policies and procedures. Monthly and yearly traffic stops analyses are conducted and reviewed for any patterns or concerns.

## **PATROL DIVISION**

### ***Patrol Services***

The patrol function is a primary law enforcement function and embraces much more than the act of patrolling. It is a generalized function in which officers engage in a wide variety of activities, including but not limited to enforcing traffic and criminal law, answering complaints, conducting investigations, community relations, transporting prisoners, crime prevention activities, etc. During 2003, the Patrol Division responded to 76,975 Calls for Service resulting in an increase of 11,184 calls over 2002, which is a 17 percent increase.



### ***Traffic Services***

During 2003, Department Officers including two dedicated traffic motorcycle officers responded to over 2,000 vehicle crashes. Officers completed over 1,700 crash reports including 1,484 Property Damage, 252 Injury, and 5 Traffic Fatalities. The Department has utilized an aggressive selective traffic enforcement program to reduce traffic crashes and highway deaths. The selective traffic enforcement program places enforcement activities in high accident occurrence areas and citizen compliant locations. The Department recently purchased computer software to better enhance traffic accident data analysis. This software will allow the Department to better analyze crash data such as contributing factors, crash locations, time of day, seat belt usage, crashes involving alcohol, etc. The Department will utilize the data to further enhance its selective traffic enforcement program.

Officers have great discretion in traffic enforcement including warnings, written citations, and physical arrests. During 2003, officers issued 6,900 warnings, 13,254 written citations, and arrested 681 people in traffic stop situations. Officers cited or arrested 459 drivers for Driving on a Suspended, Revoked, or Cancelled Driver License. Great emphasis is placed on alcohol related traffic crashes. Alcohol was a contributing factor in 1 of the 5 traffic fatalities occurring in 2003 and in 40% of traffic fatalities occurring in the past 2 years. The Department conducted several Sobriety Checkpoints and DUI Saturation Patrols in an effort to reduce alcohol related crashes. During 2003, officers arrested 170 drivers for Driving Under the Influence.

First time traffic offenders are allowed to attend a four-hour comprehensive defensive driving school. The defensive driving school allows first time offenders to learn valuable driving techniques. Upon successful completion of the defensive driving school, the citation is pre-trial diverted and does not appear on the offenders driving record. The defensive driving school is offered at a fraction of the cost of the citation fine. Any first time offender under the age of 18 is allowed to attend the course at no charge. In 2003, over 1,400 first time offenders including over 200 minors were allowed to attend the defensive driving school.

## ***K-9 Units***

The Department utilizes both a narcotics detection K-9 team and a criminal apprehension K-9 team. The Narcotics Detection K-9 "Kona" is a 4-year-old female Belgium Malinois. "Kona" is used in vehicle searches and residence searches. "Kona" was utilized to make several narcotics arrests during 2003. "Caro" a three-year-old male German Shepard is used to track and apprehend criminals. "Caro" was used on several occasions during 2003 including building searches and felony tracking. Both K-9 teams participated in public demonstrations at schools, churches, day cares, and other civic organizations.

## ***Records***

The Records Division is responsible for data entry, storage, maintenance, security, and retrieval of incident reports, accident, DUI, and Arrest Reports. The Records Division is the records keeper for the City of Lebanon Traffic Court. During 2003, the records division was responsible for the entry of over 13,000 citations and 6,000 incident reports. Records personnel handled over 10,000 citizens' requests in 2003, including citation payments and report requests.

Each month the data entry section of the Records Division is responsible for the entry of over 700 incident, accident, and arrest reports. Departmental crime statistical data is submitted electronically to the Tennessee Bureau of Investigations (TBI) monthly. The Department was first certified in the National Incident Based Reporting System in 1998.

In December 2003, the Records Data Entry Section was audited by the TBI Crime Statistics Unit concerning crime reporting. TBI personnel conduct an audit every 3 years to verify compliance. The audit found only minor training issues that need to be addressed. Comments made by the auditor were very positive and the staff was commended for the dedication that was shown in proper crime statistical reporting and entry.

## ***Central Dispatch***

Central Communications is responsible for the dispatching of Lebanon Fire, Police, Animal Control, and Public Works Units, which combined, is over 150 employees. Central Communications received and dispatched 76,975 Calls for Service in 2003. During December 2003, Central Communications responded to an average of 341 citizen requests per day. On December 15<sup>th</sup>, 2003 the City experienced a water main break causing over 1,500 calls to Central Dispatch over a 48-hour period.

In September 2003, the Central Communications received an audit from the TBI TIES Division. The audit ensures that the Department maintains compliance with all federal and state policies. The results of the audit found the Department is following all applicable Federal and State policies and that the Department should be commended for its diligent work.

## **SPECIAL OPERATIONS DIVISION**

### ***Investigations***

The Special Operations Division (SOD) is a specialized unit with the responsibility of handling investigations, which require special expertise, or because of their complexity or geographical considerations do not lend themselves readily to completion by patrol officers. In addition, SOD has been assigned functional responsibilities in the areas of organized crime, narcotics, intelligence, and surveillance. SOD was responsible for the investigation of 1,400 assigned cases. The cases include cases such as homicide, rape, robbery, fraud, forgery, and narcotics/vice cases. SOD is also responsible for conducting background investigations on potential employees.

### ***Domestic Violence Investigator***

In 2002, the Department received grant funds to hire a full time Domestic Violence Investigator. The Domestic Violence Investigator provides comprehensive services while investigating criminal offenses to hold offenders accountable for their actions. In response to 356 domestic related cases in 2003, the Domestic Violence Investigator provided multiple-case services ranging from safety planning, Orders of Protection, Community Assistance, and prosecution preparation.

### ***Narcotics/Vice Unit***

The Narcotics/Vice unit is responsible for investigations relating to narcotics, gambling, prostitution, illegal alcohol sales, and other related crimes. The Narcotics Unit was responsible for the investigation of over 100 cases during 2003.

### ***Property/Evidence***

In 2003, the Lebanon Police Department took into possession over 1,300 items. These items included lost/found, recovered, evidence, and seized property. Departmental officers seized over 150 weapons and were responsible for the seizure of over 600 narcotics related items including drugs and paraphernalia. All weapons and narcotics seized are packaged and stored in the property/evidence room awaiting adjudication.

## **SPECIAL RESPONSE TEAM**

Special Response Team (SRT) situations are those events, which by their nature are more dangerous or hazardous to officers than the majority of calls for police action and which may constitute or contribute to grave peril to members of the community at large.

### ***Special Weapons and Tactics Team***

The Special Weapons and Tactics (SWAT) Team consists of 12 highly trained officers. The SWAT Team participated in over 1,500 hours of specialized training in 2003; including high risk warrant service, school shooting, hostage barricade, and active shooter situations.

The SWAT Team responded to 6 calls for service during 2003. All call outs were to assist the Special Operations Division in the execution of high-risk narcotics related search warrants. Only one incident resulted in a use of force situation and it did not result in any officers or the suspect being injured.

## **TRAINING**

The Department's training officer is responsible to ensure that all initial and mandatory re-training occurs yearly. The Department places special emphasis on training. Recruit officers receive over 500 hours of initial training before they are allowed to become a solo beat officer. The recruit first must attend the Tennessee Law Enforcement Academy for 8 weeks and then must complete policy and procedure training. The recruit is then assigned to Field Training Officers for an additional 6 weeks. During the 6 week training period, the recruits are closely monitored and are evaluated daily. Upon successful completion of the Field Training Evaluation Program, the recruit is then released for solo beat status.

To maintain certifications, officers must complete a minimum of 40 hours of annual training. Departmental mandatory re-training includes use of force, firearms, legal updates, child sexual abuse investigations, Sudden Infant Death Syndrome, defensive tactics and defensive driving. The Department utilizes instructors from within the Department to instruct the annual 40-hour in-service. Officers are allowed to attend specialized training from outstanding institutions such as the Tennessee Law Enforcement Academy, Northwestern University, and the Institute of Police Technology and Management. Officers must also receive annual fire and medical re-training to stay current with their duties as a Public Safety Officers.

### ***School of Police Staff and Command***

The School of Police Staff and Command (SPSC) is a ten-week course sponsored by Northwestern University Center for Public Safety. The course is designed to prepare top and mid level law enforcement managers and supervisors for senior agency positions. It confers 18 hours of college credit. The SPSC program covers four broad areas of study: management and its environment, organizational theory and behavior, human resource administration, and skills for planning and analysis. More than 6,900 officers from state, county, and municipal agencies have taken advantage of the program since its first session in 1983. Chief Scott Bowen, Commander Terry Bowman, and Lieutenant Kirk Whitefield are graduates of SPSC.

### ***Education Reimbursement***

The Department allows employees to attend Cumberland University for continuing education tuition free. Employees must maintain a 2.5 Grade Point Average and must enroll in Criminal Justice courses. The University's working adult education program allows students to work full time and attend school at night and weekends.

## **ANIMAL CONTROL DIVISION**

The Animal Control Unit is responsible for the enforcement of state animal control laws and city ordinances related to animals. Animal Control Officers responded to over 1,000 complaints including stray animals, law violations, and animal bites. Animal Control Officers issued 23 citations during 2003. Over 375 animals were transported to the Lebanon Animal Control Facility in 2003. The Animal Control Officers work with community animal advocates to provide shelter and homes to abandoned pets.

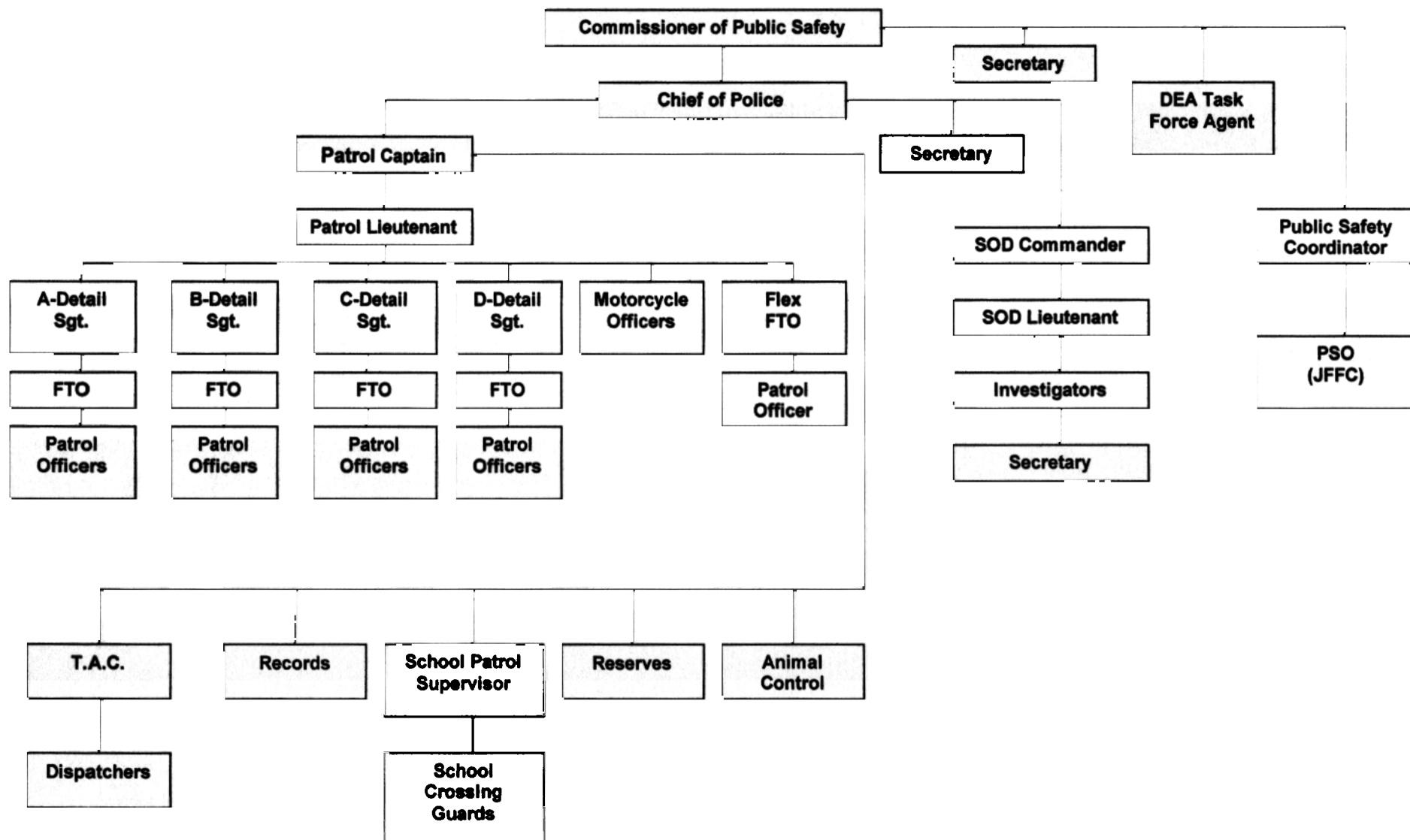
## Appendix A

### 2003 LEBANON POLICE DEPARTMENT AGENCY-WIDE BREAKDOWN OF SWORN AND NON-SWORN POSITIONS

	<b>Males</b>				<b>Females</b>			
<b>Sworn Personnel</b>	<i>Caucasian</i>	<i>African American</i>	<i>Hispanic</i>	<i>Other</i>	<i>Caucasian</i>	<i>African American</i>	<i>Hispanic</i>	<i>Other</i>
Entry Level/Technician	32	4	0	0	3	1	0	0
Supervisory (Corp/Sgt)	14	1	1	1	2	0	0	0
Command (Lt/Capt)	4	0	0	0	0	0	0	0
Executives (Maj-Above)	2	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>52</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Non-sworn Personnel</b>								
Clerical/Custodian	0	0	0	0	4	1	0	0
Supervisory/Technical	4	0	0	0	5	1	0	0
Managerial/Professional	0	0	0	0	0	0	0	0
Executive	0	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>TOTAL</b>	<b>56</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>



**Appendix B**  
**City of Lebanon Public Safety (Police Division)**



**Appendix C**  
**Lebanon Police Department**  
**Staffing Chart**

<b>Position Title</b>	<b>Badge #</b>	<b>Name</b>	<b>Status</b>
Commissioner	1	Weeks	Sworn
Chief	2	Bowen, S	Sworn
Captain	12	Pruitte	Sworn
SOD Commander	3	Bowman	Sworn
Lieutenant	15	Smith	Sworn
SOD Lieutenant	45	Whitefield	Sworn
Sergeant/PSO	17	Vanhook	Sworn
Sergeant/PSO	29	Willett	Sworn
Sergeant/PSO	60	Kelley, Titus	Sworn
Sergeant/PSO	67	Fakes	Sworn
FTO/PSO	63	Harris	Sworn
FTO/PSO	6	Jones	Sworn
FTO/PSO	68	Paris	Sworn
FTO/PSO	70	Lafferty	Sworn
FTO/PSO/K-9	84	Ferguson	Sworn
FTO/PSO	86	Hutchins	Sworn
FTO/PSO	80	Holst	Sworn
FTO/PSO	78	Gatlin	Sworn
FTO/PSO	5	Gordon	Sworn
FTO/PSO	92	McGee	Sworn
Patrol/PSO	52	Dye, F	Sworn
Patrol/PSO	18	Dye, M	Sworn
Patrol/PSO	34	Phillips	Sworn
Patrol/PSO	79	Holbrook	Sworn
Patrol	98	Hardy	Sworn
Patrol	13	Johnson	Sworn
Patrol/PSO	73	Bates	Sworn
Patrol/PSO	87	Luna	Sworn
Patrol/PSO	83	Petty	Sworn
Patrol	93	Huddleston	Sworn
Patrol	36	Self, C	Sworn
Patrol/PSO	59	Brockman	Sworn
Patrol/PSO	85	Hudgens	Sworn
Patrol	90	Stroud	Sworn
Patrol	91	Way	Sworn
Patrol	95	Fletcher	Sworn
Patrol	94	Powers	Sworn/Military
Patrol	10	Bringhurst	Sworn
Partrol	11	Cook	Sworn
Patrol/PSO	8	Willmore	Sworn
Patrol/PSO	71	Kelley, Tim	Sworn
Patrol/PSO	77	Parrish	Sworn
Patrol	96	Tuggle	Sworn
Patrol	99	Hawkins	Sworn
Patrol	16	Cothorn, H	Sworn
Patrol/PSO/K-9	65	Williams	Sworn
Patrol/PSO	24	Howard	Sworn
Patrol/PSO	38	Green	Sworn
Patrol	89	Maggart, J	Sworn/P/T

**Appendix C**  
**Lebanon Police Department**  
**Staffing Chart**

Patrol/PSO	66	Nokes	Sworn/Military
Detective/PSO	72	Bay	Sworn
Detective/PSO	56	Brown	Sworn
Detective/PSO	19	Costley	Sworn
Detective	62	Irizarry	Sworn
Detective/PSO	40	Maggart, T	Sworn
Detective/PSO	44	Massey	Sworn
Detective/PSO	14	Melvin	Sworn
Detective/PSO	51	Self, D	Sworn
Detective/PSO	22	Wells	Sworn
Detective/PSO	48	Whited	Sworn
Detective/PSO	28	Cripps	Sworn
DEA/PSO	46	Hale	Sworn
PSO Coordinator/PSO	25	Justice	Sworn
PSO	23	Burns	Sworn
PSO	76	Bowen, D	Sworn
PSO	35	Glover	Sworn
Dispatcher		Mullins	Civilian
Dispatcher		Hubner	Civilian
Dispatcher		Linville	Civilian
Dispatcher		Cothron	Civilian
Dispatcher		Watts	
			Civil
			Civilian
			Civilian
			Civilian
			Civilian
			Civilian
		Taylor	
		Smith, J	P/T
ints Director		linson	P/T

**Appendix D**  
**Lebanon Police Department**  
Traffic Stops/Citations-Arrests  
January – December 2003

**Total Stops: 13,839**

**Race of the Driver:**

<i>White:</i>	11,460	82.8%
<i>Black:</i>	1,544	11.1%
<i>Hispanic:</i>	494	3.5%
<i>Unknown:</i>	231	1.6%
<i>Other:</i>	110	1.0%

**Total persons cited: 6,934**

**Race of the Driver:**

<i>White:</i>	5,904	85.1%
<i>Black:</i>	624	9.0%
<i>Hispanic:</i>	279	4.0%
<i>Unknown:</i>	62	
<i>Other:</i>	65	1.0%

**Total arrests from traffic stops: 681**

**Race of the Driver:**

<i>White:</i>	475	69.8%
<i>Black:</i>	149	21.9%
<i>Hispanic:</i>	27	4.0%
<i>Unknown:</i>	24	
<i>Other:</i>	6	0.8%

**Total vehicle searches from traffic stops: 692**

**Race of the Driver:**

<i>White:</i>	490	70.8%
<i>Black:</i>	166	24.0%
<i>Hispanic:</i>	31	4.5%
<i>Unknown:</i>	2	0.3%
<i>Other:</i>	3	0.4%

## Appendix E

### LEBANON POLICE DEPARTMENT USE OF FORCE ANALYSIS 2003

#### By Year:

<u>Year</u>	<u>#</u>	<u>Arrests</u>	<u>%</u>
1999	43	2,260	1.9
2000	61	3,350	1.8
2001	76	4,143	1.8
2002	73	3,446	2.1
2003	48	3,254	1.5

#### By Assignment:

A-Detail (0500-1700)	6
B-Detail (0500-1700)	1
C-Detail (1700-0500)	23
D-Detail (1700-0500)	13
Flex Shift (1700-0300)	2
Traffic (0700-1700)	1
SWAT	1
SOD	1

#### Month of the Year:

January	4
February	1
March	8
April	3
May	3
June	3
July	5
August	2
September	2
October	6
November	6
December	5

**Day of the Week:**

Sunday	8
Monday	4
Tuesday	3
Wednesday	4
Thursday	6
Friday	12
Saturday	11

**Patrol Zone:**

A	17
B	10
C	11
D	8
E	2
Other	0

**By Officer:**

Brockman	7
Vanhook	4
Gatlin	4
Way	4
Kelley, Tim	4
Daniel	3
Holst	3
Willmore	2
Williams	2
Fletcher	2
Powers	2
Fakes	1
Sandefur	1
Green	1
Bowen, D	1
Parrish	1
Dye, M	1
Irizarry	1
Tuggle	1
McGee	1
Petty	1
Stroud	1

**By Race:**

Use of Force involving African Americans: 13 27.0%

Use of Force involving Hispanics: 3

Use of Force involving Caucasian: 32 66.7%

**By Sex:**

Use of Force involving Females: 8 16.7%

Use of Force involving Males: 40 83.3%

**Type of Force Used:**

Use of Force involving Soft/Hard Hand Contact: 42 87.5%

Use of Force involving Baton: 1

Use of Force involving Chemical Spray: 5 10.4%

Use of Force involving Deadly Force: 0

Use of Force involving K-9: 0

**Use of Force Resulting in Injury:**

Use of Force involving injuries to suspect: 10 20.8%

**Note:** The department utilized force on three injured animals and had one accidental weapon discharge.

**Trends:**

The current analysis shows a significant decrease in use of force incidents. The current analysis shows a 34% decrease in the number of reported use of force incidents when comparing 2003 to 2002. The percentage of arrest situations that force was used was lower than the previous four years at 1.5%. No excessive uses of force complaints were filed with the police department during 2003. The Command Staff reviewed all reports and all were found to be in compliance with departmental policies and procedures. Sixty-five% of the reported incidents happened during the weekends (Friday, Saturday, Sunday). C Detail was responsible for 47% of the use of force reports filed and also was responsible for 34% of the total arrests for the department. C detail also works on Friday and Saturday, which is when the highest number of use of force incidents occurred. Once again the prominent force used was soft-hard hand contact.

CAPT J. J. [Signature]

## **Appendix F**

### **LEBANON POLICE DEPARTMENT** **PURSUIT ANALYSIS** **JANUARY 2003 – DECEMBER 2003**

- 1** The Lebanon Police Department was involved in 10 vehicle pursuits from January 2003 through December 2003. The department initiated nine of those pursuits. The Wilson County Sheriff's Office initiated one of the pursuits and we served mainly as support units.
- 2** Only three of the pursuits ended in an accident. Of the three accidents one involved minor injuries. No Lebanon Police Department units were damaged and no Lebanon Police Department personnel received injuries from these pursuits.
- 3** Three of the nine vehicle pursuits initiated were discontinued by the Supervisor in charge. In one of the nine vehicle pursuits the driver stopped voluntarily and in another vehicle pursuit the violator eluded police and was not apprehended.
- 4** Pursuits by day of the week:

Monday	(2)
Tuesday	(2)
Wednesday	(2)
Thursday	(2)
Friday	(1)
Saturday	(1)
Sunday	(0)
- 5.** Pursuits by detail:

A-Detail (0500-1700)	(4)
B-Detail (0500-1700)	(0)
C-Detail (1700-0500)	(2)
D-Detail (1700-0500)	(4)



**6 Pursuits by time:**

0900-1000	(1)
1000-1100	(1)
1200-1300	(1)
1500-1600	(1)
1800-1900	(1)
2000-2100	(1)
2200-2300	(1)
2300-2400	(1)
2400-0100	(2)

**7. Supervisors allowing and/or discontinuing pursuits:**

Fakes	(4)	Discontinued	(1)
Vanhook	(4)	Discontinued	(2)
Kelley	(2)		

**8. Officers initiated vehicle pursuits:**

Tim Kelley	(2)
Drew Parrish	(1)
Eric Brockman	(1)
Brian Hudgens	(1)
Chad Jones (Back-up for WCSO)	(1)
Sid Cripps	(1)
Tommy Burns	(1)
Steve Gordon	(1)
Robert Bates	(1)

**9. Years of service:**

0-5	(7)
5-10	(1)
10-15	(1)
15-20	(0)
20+	(1)

**10. Reasons for pursuits**

Reckless Driving	(5)
Theft of Vehicle	(2)
Hit & Run	(1)
Wanted Person	(1)
Assist (WCSO)	(1)

**Appendix G**  
**Lebanon Police Department**  
**Calls For Service 2003**

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Total
ALARM	302	197	239	241	298	245	315	288	225	233	259	275	2829
ASSAULT	7	11	18	24	21	18	18	15	17	14	18	15	196
BURGLARY	14	32	26	31	37	35	57	32	39	20	19	20	362
DUI	17	8	20	11	22	12	15	13	10	10	15	17	170
DOMESTIC VIOLENCE	26	33	46	40	33	33	39	28	30	51	56	50	465
HOMICIDE	0	0	0	0	0	1	0	1	0	2	0	0	4
FORGERY	5	4	7	6	10	6	5	8	13	6	6	2	78
KIDNAPPING	0	0	0	0	0	0	0	1	0	0	0	0	1
ACCIDENT (FATAL)	1	0	0	0	1	0	0	0	0	1	2	0	5
ACCIDENT (INJURY)	16	18	25	27	23	25	20	24	16	21	22	15	252
ACCIDENT (PROPERTY)	126	97	114	105	134	117	126	136	136	129	112	152	1484
RAPE	1	0	0	2	2	1	0	1	2	0	1	1	11
ROBBERY	1	3	2	1	2	0	2	1	1	2	2	2	19
SHOPLIFTING	9	9	8	8	15	11	12	13	14	21	19	23	162
STOLEN VEHICLE	12	6	10	9	6	8	12	9	9	8	7	8	104
THEFT	44	41	52	58	57	55	67	60	60	81	70	55	700
VANDALISM	13	22	23	22	20	21	17	25	31	10	14	17	235
ARREST	234	260	305	277	312	257	268	329	315	240	250	207	3254
CALLS FOR SERVICE	5312	5091	6319	6217	7048	6988	7141	7446	7130	6397	5994	5892	76975

## **Appendix H**

# **Correspondence**

**To: Chief Bowen  
Lebanon Police Department**

**Dear Chief Bowen**

**I can't thank you and your staff enough for all the kindness you and your staff showed us when my purse was misplaced at 8:50 p.m. Monday night June 16 which was my last day of vacation.**

**As all of my most important documents and money were in my purse you can imagine how upset I was but when we called your police department they police involved were so kind and did everything in their power to locate my purse. It was finally found with all documents intact and was sent to us by Det. Bonnie Wales.**

**From our first call to the Lebanon police department to the sending of my purse to Canada by Det. Bonnie Wales we were shown true Southern Hospitality. Everyone was most kind & took the time and patience to assure us everything was being done to find my purse. All our phone calls were answered and promptly and in the most kindest way.**

**I received my purse by post on Friday June 27.**

**I was in Mt. Juliet Tenn. for two weeks and had a great holiday and all the people I met in Tenn. Was very kind and courtesy. I will be coming to Lebanon on Aug. 23 for the Wilson County Fair which I really enjoy every year. I have a friend of mine Lucio DiToro and his band that perform at the Wilson County Fair each year and we all have a great time then we go to IHOP to eat around 1:00 a.m. and we just sit around and talk and have fun.**

**Also this year my friend Sue Fetcho from Mt. Juliet her grandson Dylan will be three he will have his birthday party at the Charles Daniel's. Dylan's Mom & Dad are Tana & Scott Fetcho, Scott pits for Chase Montgomery, Chase races in ARCA Re/Max Series and Busch Series.**

**Again I thank you and your staff enough for all your help and finding my purse.**

**Diane Hicks**



**97 Orsett Street  
Oakville, Ontario  
Canada, L6H 2P1**

**Tel: 905-338-7635**



***Thorne's Childcare Center, Inc.  
214 North College Street  
Lebanon, TN 37087***

July 11, 2003

City of Lebanon  
Police Department  
Chief Bowen  
406 Tennessee Blvd.  
Lebanon, TN 37087

Dear Chief Bowen:

I wanted to thank you for allowing Officer Shawn Williams and Caro to come to our center. We are teaching the children about community helpers this week and it was so nice to actually be able to bring in someone so vital to our police force.

Officer Williams was very informative and patient with the many questions our children had about his job duties and Caro. It is easy to see that Officer Williams is very dedicated to his work. I myself am proud that our city will fund a K9 police dog program.

Thanks again for the visit. It meant a great deal to the children, teachers, and myself.

Sincerely,

A handwritten signature in black ink that reads "Kim Thorne". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Kim Thorne  
President

# *Love One Another Embassy*

---

## *Joseph Storehouse*

**Bob Evans**  
*President*

Dear Chief Bowen ,

I want to write and commend you and the men who work under you for the security of our community . I operate the Joseph Storehouse food ministry at 1960 S.E. Taterpeeler road here in Lebanon . Last Wednesday night I received a call from a neighbor who passed the warehouse and saw a window broken out of the front of the building . I called the police department and by the time I arrived at the warehouse three police cars were on the scene .

Officer Shawn Williams approached me and instructed me to stay in the car while he and his dog went into the building. The other officers stayed with me until officer Williams came out of the building . No one was found in the building . We had been broken into twice before by someone knocking a hole in the back of the building .

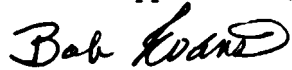
A rock had been thrown through the front window where some one entered our building. Thy made a big mess , cut themselves and left blood several places. The only thing we saw missing was a color T.V.

Officer Williams wrote up his report and stayed until we could secure the opening with Plywood . bout two days later he called again to see if we had found anything missing and if there was anything else he could do.

My wife and I were greatly impressed with the professional response and actions of officer Williams . I want to express our gratitude and appreciation for you and your wonderful department of Police Officers !! I wish the news media would present this quality side of our law enforcement officials daily activity so our community would know how blessed we are .

Again, thank you for being there when we had a need !

In much appreciation ,



Bob Evans , President



Feeding the  
world one  
soul at  
a time

---

P.O. Box 630, 1960 SE Tater Peeler Rd., Lebanon, TN 37090  
Phone: (615)453-5777 Mobile: (615)319-7678 Fax: (615) 449-1385  
E-mail: [loaembassy@yahoo.com](mailto:loaembassy@yahoo.com)

# *City of Mt. Juliet*

*Kevin Mack*  
*Mayor*

*Linda Elam*  
*Vice Mayor*

*Robert Shearer*  
*City Manager*

*Commissioners*  
*Jim Bradshaw*  
*Ed Hagerly*  
*Ray Justice*

*July 16, 2003*

*To our Friends & Associates,*

*I wanted to take a moment to contact you and express our sincere gratitude for your thoughts, kind words, and expression of condolence to the City of Mt. Juliet in the loss of our great friend and co-worker, Sergeant Jerry Mundy.*

*We all believe that men such as Jerry are hand picked by God to become officers. It takes a very special individual to be willing to lay their life down for another and serve and protect our communities. As difficult as it has been with Jerry's passing, I feel that it has helped bring comfort to not only our Police Department, but also all of us at the City in the realization of how much the community cares for our officers, as do we all.*

*Once again, on behalf of myself, the City Commission, the staff and the entire community of Mt. Juliet, please accept our deepest gratitude for your condolences. Please continue to keep the Mundy & Musice families and all of us in your thoughts and prayers.*

*Best Regards,*



*Robert G. Shearer*  
*City Manager*  
*City of Mt. Juliet*

*2425 North Mt. Juliet Road, Mt. Juliet, Tennessee 37122*  
*(615) 754-2552 – Phone (615) 754-5742 – Fax*

**LEGAL AID SOCIETY**  
OF MIDDLE TENNESSEE AND THE CUMBERLANDS  
650 North Water Avenue Gallatin, Tennessee 37066

Steven J. Christopher, Attorney  
David A. Ettinger, Attorney  
James B. Hawkins, Managing Attorney

(615) 451-1880  
Toll Free: (888) 475-4150  
Fax: (615) 230-9952

December 19, 2003

Chief Scott Bowen  
City of Lebanon Police Department  
406 Tennessee Blvd.  
Lebanon, TN 37087

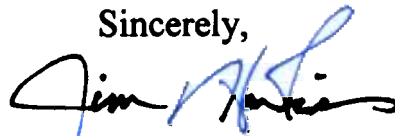
Dear Chief Bowen:

I am writing to recognize Detective Mike Bay and to thank you for the good work he is doing with your support to help survivors of domestic violence. I approached Detective Bay in August and told him that I wanted to let it be known that the work he is doing is making a very positive difference, and I asked him for your name and address. He gave it to me, and I saved it until now.

Throughout the past 12 months, Detective Bay has done an excellent job in responding to and investigating reports of domestic violence. His training and commitment to his assignment have made him an effective member of your department, and have helped make Lebanon a safer place.

When appropriate, Mike has referred persons to our office for free legal help in getting an Order of Protection, or to HomeSafe for emergency shelter. I appreciate the effort that went into obtaining the grant to fund Detective Bay's position, and I wanted to let you know that it is definitely of value to the community. Thank you.

Sincerely,

  
James B. Hawkins  
Managing Attorney

JBH/rb



The Legal Aid Society is funded in part by the Legal Services Corporation,  
contributions to an annual fundraising campaign,  
the State of Tennessee Civil Access to Justice Fund, the Tennessee Bar Foundation,  
and the United Ways in Davidson, Robertson, Rutherford, Williamson, Sumner, and Wilson Counties.





LAW OFFICES OF  
**Steve Douglas Gibson**  
*In Association with Stallings Law Firm, LLC*  
Park Avenue Professional Building  
435 Park Avenue, Lebanon, TN 37087  
sgibson@stallingslawfirm.com  
Telephone: (615) 244-8660; Facsimile: (615) 453-7531

---

December 18, 2003

Chief Scott Bowen  
Lebanon Police Department  
406 Tennessee Ave.  
Lebanon, TN 37087

Re: Commendation of Officer Travis Fakes

Dear Chief Bowen:

Enclosed is a copy of an Opinion from the Tennessee Court of Appeals on a case decided this week. I wanted to share it with you because the Court, in effect, upholds an on-the-spot decision made by Lebanon Police Officer Travis Fakes earlier this year. Officer Fakes did the right thing, according to the Court of Appeals, by refusing to deliver certain local children to out-of-county social workers, prior to the issuance of a written order by their Juvenile Judge. Officer Fakes was very cooperative. He traveled to Charlotte, Tennessee, more than once and was prepared (but not allowed) to testify about what transpired in this matter. Since the Court of Appeals has vindicated the course of action Officer Fakes undertook, I write to express my thanks for his good judgment and hope that he will be commended for it. The opinion certainly confirms that an officer should do just as he did under the circumstances that were presented to him.

If you have any questions or need any additional information, please feel free to contact me by e-mail or at the address or phone number listed above.

Sincerely,



Steve D. Gibson

**ASSISTANT ATTORNEYS GENERAL**

CONNIE R. MASSEY  
Carthage, Tennessee  
DAVID EARL DURHAM  
Lebanon, Tennessee  
ROBERT N. HIBBETT  
Mt. Juliet, Tennessee  
JERRY D. HUNT  
Lebanon, Tennessee  
HOWARD L. CHAMBERS  
Mt. Juliet, Tennessee  
BRIAN W. FULLER  
Lebanon, Tennessee  
LINDA WALLS  
Lebanon, Tennessee  
JASON LAWSON  
Watertown, Tennessee  
TIFFANY GIPSON,  
Gainesboro, Tennessee



**Tom H. Thompson, Jr.**  
District Attorney General

Jackson, Smith, Macon,  
Trousdale and Wilson Counties  
ADMINISTRATIVE ASSISTANT  
CHARNEAL SMITH  
VICTIM / WITNESS COORDINATOR  
BRENDA BEASLEY  
ASSISTANT VICTIM / WITNESS  
COORDINATOR  
CLARA WOODMORE  
INVESTIGATOR - JOE JONES  
LEBANON OFFICE:  
119 South College Street  
Lebanon, TN 37087  
(615) 443-2863  
HARTSVILLE OFFICE:  
P. O. Box 178, Hartsville, TN 37074  
(615) 374-2604

October 13, 2003

Commissioner Billy Weeks  
Public Safety  
1017 Sparta Pike  
Lebanon, TN 37087

Dear Commissioner Weeks

Last week we finished the cases involving the murder of Mrs. Robbie Jones with the first-degree murder jury conviction of Lorenzo Malone. I think I have written you earlier regarding the quality of the investigation, which was excellent.

The detectives and patrol officers worked closely with assistant district attorney Bobby Hibbett in preparation of the many motion hearings and the recent trial. They were young; they were enthusiastic; and they were willing to do whatever was necessary to improve the presentation of the case.

The Lebanon Police Department was well represented by the group who testified at trial. Small problems realized in every case were overcome by the quality of your people and their testimony.

Patrolman Wayne Howard testified as the first officer on the scene and his efforts to preserve the scene for the detectives. Scott Massey did an excellent job as the lead investigator as well as his court testimony. His knowledge of the job as well as the investigation was clear to the jury.

Detective Sharon Costly was a fine witness and did a good job with the presentation of the statements she took from the defendant. As it turned out, part of the oral statement was just as important as the written statement. The next witness was Chris Melton who, as usual, was an excellent witness. His testimony was well received by the jury as coming from an officer with experience and dedication.

Commissioner Billy Weeks  
October 13, 2003  
Page Two

Detective Donnie Self was your last representative to testify. The jury saw through him how some of the more delicate parts of the investigation developed. They also saw the importance of the confidence officers develop with members of our community. His testimony came across professionally and, most importantly, believable. Lastly, although former detective Scott Osborne did not testify, his name came up several times and he too did a good job.

Thanks to working together, this entire case has now been brought to a successful conclusion. The Wills family clearly appreciated the work and support they received from your department. Bobby Hibbett and I were proud to be a part of the trial and observe your officers at their best.

Yours truly,

A handwritten signature in black ink, appearing to read "Tom P. Thompson, Jr.", with a stylized flourish at the end.

Tom P. Thompson, Jr.

TPTjr/ch

Copy: Detective Scott Massey  
Detective Sharon Costly  
Detective Chris Melvin  
Detective Donnie Self  
Patrolman Wayne Howard  
Chief Scott Bowen  
SRO Scott Osborne, WCSD  
Assistant District Attorney Bobby Hibbett  
Mayor Don Fox



**UNITED STATES DISTRICT COURT**  
**MIDDLE DISTRICT OF TENNESSEE**  
**PROBATION and PRETRIAL SERVICES OFFICE**

**ROBERT W. MUSSER JR.**

Chief U.S. Probation Officer  
110 9<sup>th</sup> Avenue South, Suite A725  
Nashville, TN 37203-3899  
(615) 736-5771  
Fax: (615) 736-5519

Reply to: Nashville

October 30, 2003

114 Federal Building  
116 N. Second Street  
Clarksville, TN 37040-3472  
(931) 645-3694  
Fax: (931) 647-7119

304 U. S. Court House  
815 South Garden  
Columbia, TN 38401-3235  
(931) 388-2263  
Fax: (931) 381-4726

P.O. Box 515  
102 U. S. Post Office  
And Court House  
Cookeville, TN 38503-0515  
(931) 526-4212  
Fax: (931) 526-2919

Scott Bowen, Chief  
Lebanon Police Department  
406 Tennessee Boulevard  
Lebanon, TN 37087

Dear Chief Bowen:

I would like to thank you and your department for allowing our office to use your secured parking area to store one of our government vehicles for use by probation officers covering that geographic area. Storage of the vehicle at that location facilitates more effective and responsive supervision activities and saves countless hours of wasted travel time.

If there is ever anything that we can do to help you or your department, please do not hesitate to contact me at (615) 736-5771 x116. Thanks again.

Sincerely,

Robert W. Musser, Jr.  
Chief U. S. Probation Officer

October 14, 2003

Chief Scott Bowen  
Lebanon Police Department  
406 Tennessee Blvd.  
Lebanon, TN 37087

Dear Chief Bowen:

As Director of the Center for Public Safety, I am pleased to write to you about the academic performance of Detective Kirk A. Whitefield during his attendance in the School of Police Staff and Command (SPSC).

During the ten-week program, SPSC students complete requirements for seven college-level courses. These courses provide the student with 18 semester hours of undergraduate credit. The seven letter grades that a student receives are converted into a grade-point average (GPA). The highest possible GPA is 4.00.

Detective Whitefield and eight other students completed the course with GPA's of 4.00, which were the highest averages in the 186th SPSC class that graduated on September 12, 2003. This result is indicative of his effort, dedication, and commitment to excellence.

Please convey my personal congratulations to Detective Whitefield for this outstanding academic achievement.

Sincerely,

Alexander Weiss  
Director

Cc: Cameron Fisher  
Detective Kirk A. Whitefield

Traffic Institute • Traffic Safety School

405 Church Street, P.O. Box 1409 • Evanston, Illinois 60204 • Phone 847-491-5476 800-323-4011 • Fax 847-491-5270

[www.northwestern.edu/nucps](http://www.northwestern.edu/nucps)

**COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES  
Incorporated**



10306 Eaton Place, Suite 320 • Fairfax, Virginia 22030-2201 • Local (703) 352-4225 • (800) 368-3757 • FAX (703) 591-2206 • [calea@calea.org](mailto:calea@calea.org)

March 22, 2003

Mr. Scott Bowen  
Chief of Police  
Lebanon Department of Public Safety, Police Division  
1017 Sparta Pike  
Lebanon, TN 37087

Dear Chief Bowen:

Congratulations!

It is a privilege to advise you that your agency has met the requirements of a highly regarded and broadly recognized body of law enforcement standards, and on March 22, 2003, was accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc.

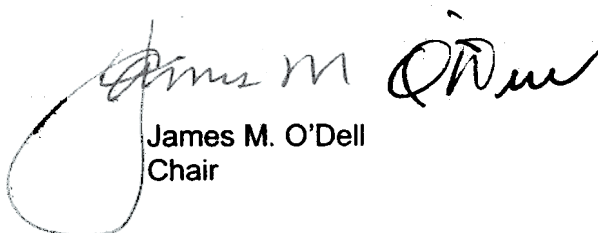
Your agency's accreditation represents the satisfactory completion of a process of thorough, agency wide self-evaluation, concluded by an exacting outside review by a team of independent assessors.

It also represents your agency's acceptance of the obligation to continue the quest for professional excellence by working toward fulfillment of any remaining applicable other-than-mandatory standards with which you chose not to comply during this accreditation activity, and any future standards promulgated by the Commission that may be applicable to your department.

Accreditation of the Lebanon Department of Public Safety, Police Division is for three years. During the period of accreditation, March 22 will serve as the anniversary date for submission of yearly reports verifying your agency's continuing compliance with standards under which you became accredited.

On behalf of the Commission on Accreditation for Law Enforcement Agencies, Inc., we commend you and the Lebanon Department of Public Safety, Police Division for demonstrating commitment to professional law enforcement in policy and practice. Again, congratulations.

Sincerely,

  
James M. O'Dell  
Chair

  
Sylvester Daughtry, Jr.  
Executive Director



**SUSAN LYNN**  
**STATE REPRESENTATIVE**  
**57<sup>TH</sup> DISTRICT**

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REP.SUSAN.LYNN@LEGISLATURE.STATE.TN

*Commerce Committee*  
*Government Operations Committee*

*House of Representatives*  
*State of Tennessee*

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*Higher Education / K-12 Task Force*  
*Ethics / Election Law / Open Government*  
*Task Force*

May 12, 2003

Billy Weeks  
Commissioner of Public Safety  
1017 Sparta Pike  
Lebanon, TN 37087

Dear Billy:

Congratulations once again on the department's achievement. Your professionalism is very obvious and appreciated. I am glad that we got to discuss the different issues with you. I would like to come see you again when session is over to better familiarize myself with the departments.

Enclosed is a resolution that I have recently received. Would you please look it over and call me with your thoughts on the matter. I respect and value your opinion and would consider this a great favor.

Most sincerely,

A handwritten signature in blue ink, appearing to read "Susan Lynn".

Susan Lynn, Representative  
57<sup>th</sup> Legislative District

Attachment

jcb