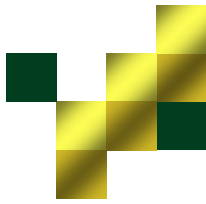


2004

West Virginia State Police



Annual Report



Mission Statement

§15-2-12(a) The West Virginia State Police shall have the mission of statewide enforcement of criminal and traffic laws with emphasis on providing basic enforcement and citizen protection from criminal depredation throughout the State and maintaining the safety of the State's public streets, roads and highways.



West Virginia State Police
 725 Jefferson Road
 South Charleston, West Virginia 25309-1698
 Executive Office



Colonel H. E. Hill, Jr.
 Superintendent

December 01, 2004

Bob Wise
 Governor

The Honorable Bob Wise
 Governor of West Virginia
 State Capitol Building
 Charleston, WV 25305

Dear Governor Wise:

In compliance with Chapter 5, Article 1, Section 20 of the Code of West Virginia, the Annual Report of the West Virginia State Police for July 01, 2003 through June 30, 2004 is respectfully submitted for your consideration.

The contents of this report reflect the ongoing efforts of the State Police in providing the highest standards of law enforcement capabilities possible to the citizens of this great state. This report shows advances and accomplishments the organization has made in its continuing effort to effectively serve the citizens of West Virginia.

The previous fiscal year has seen our agency make great advances in the area of technology to start to move the Department toward facing the challenges emerging for a modern law enforcement department. The base is nearly in place to take advantage of developing advances in technology to improve upon the service we can provide to the citizenry.

During my time as Superintendent, I have found the sworn members and civilian employees of the West Virginia State Police to be fully committed in fulfilling this agency's missions of maintaining the safety of the citizens of West Virginia on the highways and engaging the criminal element on all fronts.

I feel this report reflects the dedication of the personnel of this organization and I am sure you will join with me in complimenting the employees of the West Virginia State Police for a job well done during the previous year.

Respectfully submitted,

Colonel Howard E. Hill, Jr.
 Superintendent
 West Virginia State Police

Equal Opportunity Employer

Executive Staff



Lt. Col. D. G. Williams
Deputy Superintendent



Lt. Col. S. C. Tucker
Chief of Staff Services



Major K. S. Stickler
Chief of Field
Operations



Major G. L. McGraw
Executive Services



Captain S. R. Butcher
Deputy Chief of Staff
Services



Captain D. W. Skeen
Director
Planning and Research



Captain J. A. Parsons
Director
Professional Standards



Captain J. C. Chambers
Officer-In-Charge
Special Operations

Organizational Structure

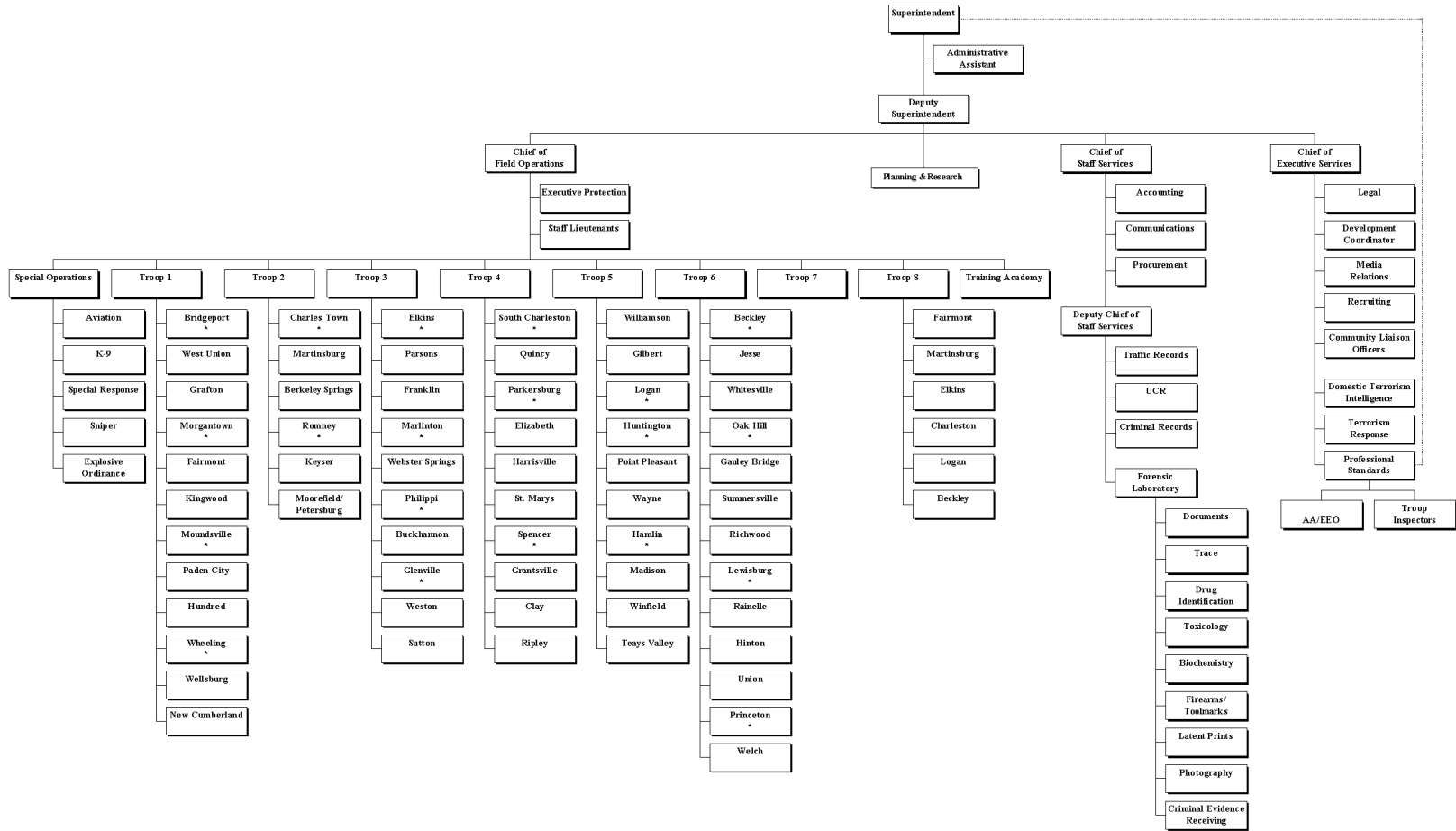


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Organization Summary

The West Virginia State Police was created by Chapter 15, Article 2 of the Code of West Virginia as amended in 1919, and continues with the following operating mission statement: “It is the mission of the West Virginia State Police to provide direct and indirect law enforcement services to the citizens of the State and to other law enforcement entities to ensure the continued security of persons, residential, governmental and business properties, and the safety of motorists operating on the State’s streets and highways.”

As West Virginia’s statewide law enforcement agency, the State Police is charged with the responsibility of general and special law enforcement criminal investigation services with concentration in rural, unincorporated areas of the State. Also, Troopers conduct highway patrol and traffic enforcement for both unincorporated areas and interstate highways, and provide security and police services throughout the State for many athletic events, fairs and festivals.

In addition to criminal investigation, traffic patrol, and security related duties, the State Police also provides the following services to law enforcement agencies and governmental entities within the State:

- ◆ Maintains the central criminal records historical repository for all State arrests and dispositions
- ◆ Houses the central clearinghouse for law enforcement reporting data
- ◆ Provides forensic laboratory services
- ◆ Law enforcement training, certification, and annual in-service
- ◆ Maintains the West Virginia Motor Vehicle Inspection Program
- ◆ Provides Legislative security
- ◆ Provides executive protection services
- ◆ Assists other public agencies in time of natural or other emergency

In order to accomplish the mission of the State Police and perform the duties and responsibilities required, the Department is comprised of two divisions; Support Services and Field Operations.

Personnel within Support Services perform the administrative, accounting, and executive services necessary to operate the Department and consists of Troop 0-Headquarters, Staff Services, and Executive Services. Existing organizationally within Troop 0-Headquarters is Executive Protection, Planning & Research, Special Operations, and the Training Academy. Staff Services is comprised of Accounting, Communications, Criminal Records, Forensic Laboratory, Medical Unit, Personnel, Procurement and Traffic Records. Executive Services contains the Legal Section, Office of Public Affairs, and Professional Standards. During fiscal year 2003-2004, 92 uniformed members and 162 civilian staff were assigned to the various sections within Support Services.

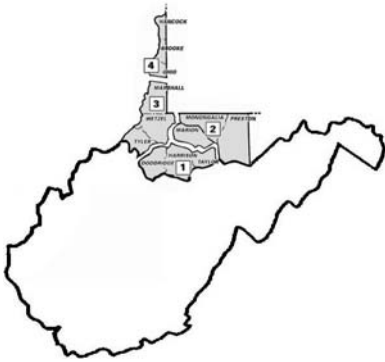
The Field Operations Division is the operational arm of the State Police and is the largest division within the Department. Field Operations is responsible for providing necessary police functions to all citizens of this State. These functions are provided on a daily basis by 7 uniformed Field Troops, which are divided into 20 Districts consisting of 65 Detachments. In addition, Troop 8, Bureau of Criminal Investigations, provides personnel assigned statewide for undercover and criminal investigations.

As of June 30, 2003, there were 553 uniformed members and 196 civilian personnel assigned to the Field Operations Division.



Shinnston

Troop 1



Troop 1 Facts

- ◆ 12 Detachments serving 12 counties
- ◆ 86 Sworn Officers
- ◆ 43 Civilian Personnel
- ◆ 428,287 Population
- ◆ 3,422 Square Miles
- ◆ 355,816 Registered Motor Vehicles

Troop Summary

Troop 1 consists of twelve (12) counties located in the northern section of West Virginia; Doddridge, Harrison, Taylor, Marion, Monongalia, Preston, Wetzel, Tyler, Marshall, Ohio, Brooke and Hancock. Troop Headquarters is located in Shinnston, Harrison County.

As a result of traffic enforcement, investigations and arrests during this fiscal year, Troopers stationed in Troop 1 recovered property valued at a total of \$801,833. Of this amount, \$723,179 represents the value of 105 stolen vehicles that were recovered. In addition, \$889,327 in contraband, including narcotics, was seized.

Troop 1 police man-hours for the reporting period consisted of 25,356 hours reference road patrol, 10,997 hours performing traffic investigations, 60,192 hours conducting criminal investigations, with 3,456 hours utilized in criminal court and 971 hours in traffic court.



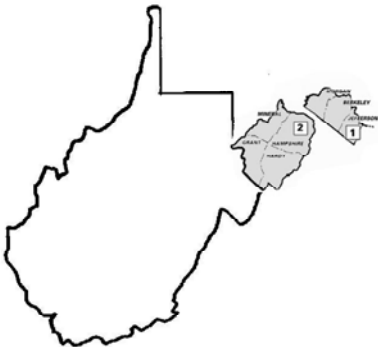
Captain T. L. Phillips

Troop 1 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Bridgeport	187	506	4,547	3,864	40	293	302	135	198	549	675
Fairmont	123	236	1,303	2,075	25	263	328	124	187	358	471
Grafton	14	56	461	733	5	14	53	21	28	76	102
Hundred	20	64	251	581	4	63	37	56	63	98	116
Kingwood	72	263	1,517	760	44	52	224	116	148	294	388
Morgantown	106	608	3,529	2,177	72	488	811	214	265	1,379	1,581
Moundsville	31	110	904	1,926	19	264	48	41	50	137	164
New Cumberland	9	187	843	514	73	59	20	20	24	157	203
Paden City	92	78	305	610	6	71	60	37	41	101	121
Wellsburg	23	71	796	693	12	31	14	21	23	83	90
West Union	78	175	483	468	9	62	74	76	124	147	180
Wheeling	26	156	2,121	762	17	106	139	30	32	177	191
Troop 1 Totals	784	2524	18,007	15,818	328	1,959	2,420	894	1,186	3,563	4,289

Kearneysville

Troop 2



Troop Summary

Troop 2 consists of seven (7) counties in the northeastern section of the State; Jefferson, Berkeley, Morgan, Hampshire, Mineral, Grant, Hardy. Troop 2 Headquarters is located in Kearneysville, Jefferson County.

As a result of traffic enforcement, investigations and arrests during this fiscal year, Troopers stationed in Troop 2 recovered property valued at a total of \$776,738. Of this amount, \$644,961 represents the value of 86 stolen vehicles that were recovered. In addition, \$918,642 in contraband, including narcotics, was seized.

Troop 2 police man-hours for the reporting period consisted of 18,903.5 hours reference road patrol, 8,385.5 hours performing traffic investigations, 49,607 hours conducting criminal investigations, with 3,817.5 hours utilized in criminal court and 617.5 hours in traffic court.



Captain S. L. Sponaugle

Troop 2 Facts

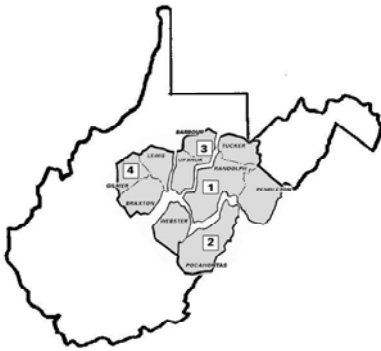
- ◆ 6 Detachments serving 7 counties
- ◆ 68 Sworn Officers
- ◆ 29 Civilian Personnel
- ◆ 204,287 Population
- ◆ 2,790 Square Miles
- ◆ 217,657 Registered Motor Vehicles

Troop 2 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Berkeley Springs	68	140	395	762	2	147	119	108	113	214	228
Charles Town	537	900	3,886	1,658	104	208	407	344	301	895	1,030
Keyser	82	634	1,800	1,808	41	139	241	220	277	604	865
Martinsburg	720	1,955	3,825	2,487	283	515	1,015	750	1,102	1,920	2,385
Moorefield/Petersburg	157	277	1,312	552	24	77	118	195	245	320	444
Romney	135	548	1,407	1,489	75	90	231	270	872	790	1,087
Troop 2 Totals	1,699	4,378	12,626	8,757	529	1,201	1,214	1,887	2,910	4,743	6,039

Elkins

Troop 3



Troop 3 Facts

- ◆ 10 Detachments serving 10 counties
- ◆ 62 Sworn Officers
- ◆ 25 Civilian Personnel
- ◆ 140,371 Population
- ◆ 5,584 Square Miles
- ◆ 139,018 Registered Motor Vehicles

Troop Summary

Troop 3, with Headquarters in Elkins, Randolph County, consists of the following ten counties in the eastern section of West Virginia; Barbour, Tucker, Pendleton, Randolph, Upshur, Webster, Pocahontas, Braxton, Lewis and Gilmer.

As a result of traffic enforcement, investigations and arrests during this fiscal year, Troopers stationed in Troop 3 recovered property valued at a total of \$573,099. Of this amount, \$440,924 represents the value of 63 stolen vehicles that were recovered. In addition, \$12,211,210 in contraband, including narcotics, was seized.

Troop 3 police man-hours for the reporting period consisted of 19,819 hours reference road patrol, 5,480 hours performing traffic investigations, 42,175.5 hours conducting criminal investigations, with 2,065.5 hours utilized in criminal court and 341 hours in traffic court.

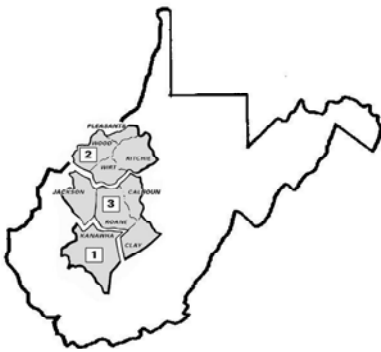


Captain C. W. Jackson

Troop 3 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Buckhannon	133	328	2,348	2,701	22	257	154	145	210	411	505
Elkins	153	786	1,502	3,455	67	321	323	297	339	1,073	1,329
Franklin	23	155	811	1,757	27	115	186	49	66	177	249
Glenville	3	23	533	683	1	76	31	25	25	63	64
Marlinton	36	274	359	1,244	23	99	95	74	82	200	256
Parsons	35	155	372	955	16	132	83	66	79	206	253
Philippi	44	138	970	1,423	14	156	98	39	64	250	304
Sutton	82	302	781	1,457	30	146	103	102	166	218	359
Webster Springs	202	339	433	717	9	86	84	68	78	309	365
Weston	38	169	1,262	1,278	14	126	140	64	174	286	344
Troop 3 Totals	749	2,670	9,398	16,928	224	1,623	1,298	929	1,283	3,194	4,029

Institute Troop 4



Troop 4 Facts

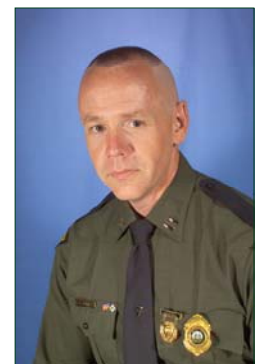
- ◆ 10 Detachments serving 9 counties
- ◆ 79 Sworn Officers
- ◆ 31 Civilian Personnel
- ◆ 373,147 Population
- ◆ 3,661 Square Miles
- ◆ 330,421 Registered Motor Vehicles

Troop Summary

Troop 4 consists of nine counties in the western section of the State; Pleasants, Ritchie, Wood, Wirt, Calhoun, Clay, Roane, Jackson, and Kanawha. Troop Headquarters is located in Institute, Kanawha County.

As a result of traffic enforcement, investigations and arrests during this fiscal year, Troopers stationed in Troop 4 recovered property valued at a total of \$1,436,517. Of this amount, \$1,251,263 represents the value of 151 stolen vehicles that were recovered. In addition, \$20,780,558 in contraband, including narcotics, was seized.

Troop 4 police man-hours for the reporting period consisted of 17,744.5 hours reference road patrol, 8,930 hours performing traffic investigations, 51,479 hours conducting criminal investigations, with 3,655.5 hours utilized in criminal court and 615.5 hours in traffic court.



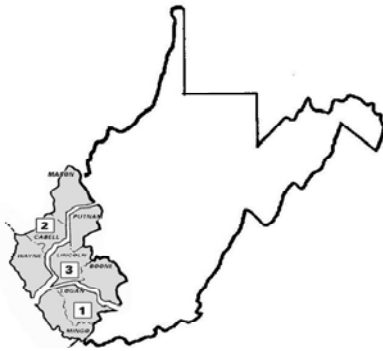
Captain G. K. Barnett

Troop 4 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Clay	67	228	816	1,959	18	149	93	128	164	197	252
Elizabeth	24	204	468	782	11	32	65	57	65	143	182
Grantsville	94	137	522	918	20	93	60	41	63	107	139
Harrisville	120	308	1,239	1,366	13	149	99	115	154	345	419
Parkersburg	44	210	1,270	2,751	11	503	251	75	95	424	503
Quincy	95	624	1,753	2,446	23	332	131	142	285	757	1046
Ripley	18	122	1,608	576	12	73	109	27	39	146	159
South Charleston	421	1,811	5,189	6,482	102	1,918	429	412	609	2,439	2,931
Spencer	89	330	798	1,577	18	229	106	40	143	139	267
St. Marys	61	84	360	997	5	129	25	39	67	69	72
Troop 4 Totals	1,033	4,073	14,294	20,787	233	3,688	1,375	1,077	1,685	4,766	5,970

Logan

Troop 5



Troop 5 Facts

- ◆ 10 Detachments serving 8 counties
- ◆ 76 Sworn Officers
- ◆ 22 Civilian Personnel
- ◆ 330,839 Population
- ◆ 3,383 Square Miles
- ◆ 264,744 Registered Motor Vehicles

Troop Summary

Headquarters for Troop 5 is located in Logan, Logan County. Troop 5 consists of the following eight counties in the southwestern section of the State; Mason, Putnam, Cabell, Lincoln, Wayne, Boone, Logan and Mingo.

As a result of traffic enforcement, investigations and arrests during this fiscal year, Troopers stationed in Troop 5 recovered property valued at a total of \$2,252,313. Of this amount, \$1,013,782 represents the value of 162 stolen vehicles that were recovered. In addition, \$10,003,044 in contraband, including narcotics, was seized.

Troop 5 police man-hours for the reporting period consisted of 19,029 hours reference road patrol, 5,996.5 hours performing traffic investigations, 36,391 hours conducting criminal investigations, with 4,870.7 hours utilized in criminal court and 473.5 hours in traffic court.



Captain G. J. Spangler

Troop 5 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Gilbert	38	202	113	190	7	32	32	16	30	152	248
Hamlin	322	863	968	2,694	51	148	315	263	294	1,435	1,589
Huntington	216	1,417	3,136	2,405	58	303	165	153	162	1,530	1,652
Logan	348	1,719	1,831	1,678	78	309	427	682	880	1,844	2,500
Madison	496	1,261	2,091	1,704	64	370	171	249	635	876	1,561
Mason County	180	249	1,108	797	8	93	47	105	133	257	299
Teays Valley	46	217	2,006	2,316	11	242	152	21	31	428	454
Wayne	176	1,216	4,054	3,646	32	251	256	92	115	1,165	1,442
Williamson	123	341	348	677	16	88	50	111	175	189	312
Winfield	82	255	893	1,932	9	276	68	73	82	261	299
Troop 5 Totals	2,027	7,743	17,260	18,175	334	2,157	1,823	1,766	2,538	8,140	10,359

Beckley

Troop 6



Troop Summary

Troop 6 consists of nine (9) counties in the southeastern section of the State; Fayette, Greenbrier, McDowell, Mercer, Monroe, Nicholas, Raleigh, Summers and Wyoming. Troop Headquarters is located in Beckley, Raleigh County.



Captain B. A. Sloan

Troop 6 Facts

- ◆ 13 Detachments serving 9 counties
- ◆ 86 Sworn Officers
- ◆ 33 Civilian Personnel
- ◆ 331,413 Population
- ◆ 5,231 Square Miles
- ◆ 287,582 Registered Motor Vehicles

As a result of traffic enforcement, investigations and arrests during this fiscal year, Troopers stationed in Troop 6 recovered property valued at a total of \$2,192,001. Of this amount, \$1,254,889 represents the value of 149 stolen vehicles that were recovered. In addition, \$14,944,800 in contraband, including narcotics, was seized.

Troop 6 police man-hours for the reporting period consisted of 18,610.5 hours reference road patrol, 8,144 hours performing traffic investigations, 71,095 hours conducting criminal investigations, with 5,558 hours utilized in criminal court and 444 hours in traffic court.

Troop 6 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Beckley	426	1,232	2,768	2,045	44	347	272	338	362	677	826
Gauley Bridge	20	150	366	633	4	94	53	23	30	109	170
Hinton	113	123	361	706	1	118	54	90	156	137	147
Jesse	60	46	294	933	5	60	38	41	89	131	149
Lewisburg	310	566	1194	1,648	27	205	251	201	211	394	416
Oak Hill	212	709	891	2,386	47	190	83	76	186	464	764
Princeton	535	928	1,240	987	51	237	458	320	546	1,019	1,212
Rainelle	37	61	233	455	3	188	85	65	82	135	146
Richwood	62	64	153	408	1	24	21	31	34	66	71
Summersville	68	94	528	757	6	87	54	84	120	154	172
Union	115	274	200	255	7	81	53	110	166	157	205
Welch	189	563	883	1,287	9	307	185	112	173	505	810
Whitesville	96	418	480	836	10	225	53	55	97	281	490
Troop 6 Totals	2,243	5,399	9,797	13,356	215	2,231	1,662	1,546	3,513	4,230	5,582

Charleston - Beckley

Troop 7



Troop 7 Facts

- ◆ 2 Headquarters serving the West Virginia Turnpike (4 counties)
- ◆ 26 Sworn Officers
- ◆ 88 Miles
- ◆ 34,489,000 Motor Vehicles Annually

Troop Summary

Troop 7 is a Field Operations Troop whose responsibility is law enforcement of the West Virginia Economic Development and Tourism Authority; the West Virginia Turnpike. Troop 7 Headquarters is located in Charleston, Kanawha County, and the area of primary responsibility follows Interstate 77 through four counties in the southeastern section of the State; Kanawha, Fayette, Raleigh and Mercer.

104,569 cars and 22,887 commercial motor vehicles travel the Turnpike on an average day and up to 138,860 cars and 20,463 commercial motor vehicles on a holiday. This year reflected almost one fatal crash per month, one commercial motor vehicle crash a week, and over two vehicles verses animal crashes per week. Ten total fatal crashes occurring during this fiscal year.

Members assigned to Troop 7 during this reporting period recovered property valued at a total of \$191,283, which included 12 stolen vehicles with the value of \$144,900. Also seized was contraband, including narcotics, in the amount of \$101,262.

Troop 7 police man-hours for the reporting period consisted of 18,434 hours reference road patrol, 7,656 hours performing traffic investigations, 2,707.5 hours conducting criminal investigations, with 362 hours utilized in criminal court and 336 hours in traffic court.



Captain A. M. Sovastion

Troop 7 Activity

Detachment	Felony Arrests	Misdemeanor Arrests	Traffic Citations	Warning Citations	DUI	Motorist Assists	Crash Reports	Major Investigations		Other Investigations	
								Incidents	Offenses	Incidents	Offenses
Troop 7 Totals	88	867	13,390	7,919	78	2,548	737	36	55	237	386

Bureau of Criminal Investigations

Troop 8



Troop 8 Facts

- ◆ 13 Field Offices Statewide
- ◆ 86 Sworn Officers
- ◆ 33 Civilian Personnel

Troop Summary

The Bureau of Criminal Investigations (BCI) is headquartered in Charleston and continues in its role as the primary full-time, specialized, investigative unit for the State Police. The focus of the unit is investigation of violent crimes and drugs and organized criminal investigations. BCI also administers the West Virginia Intelligence Exchange (WVIX). WVIX facilitates the timely sharing of criminal intelligence information in an effort to prevent and control crime.

In the past fiscal year the Bureau of Criminal Investigations has continued in investigating cases involving all aspects of criminal activity. This includes securing indictments in both State and Federal court, seizing large amounts of property, currency, and narcotics from all types of illegal activities. Members assigned to the Bureau of Criminal Investigations have assisted and investigated crimes such as illegal gambling, sexual assault, homicide, corruption, tax evasion and drug and weapon cases.

The West Virginia State Police continues to supply manpower to the efforts of the Appalachia High Intensity Drug Trafficking Area (HIDTA) project. HIDTA's mission is to reduce the impact of regional drug production, trafficking and distribution in Kentucky, Tennessee and West Virginia, as well as other parts of the country. The HIDTA project targets twelve counties in West Virginia; Boone, Braxton, Cabell, Gilmer, Kanawha, Lewis, Lincoln, Logan, Mason, McDowell, Mingo and Wayne.

For the 2004-2005 Fiscal Reporting period statistical compilations denote the following:

Outdoor Plants Eradicated	69,132
Outdoor Grows Discovered	622
Indoor Grow Plants Eradicated	860
Indoor Grows Dismantled	34
Persons Arrested for Cultivation	92

The Polygraph Unit of BCI continues to conduct interviews and interrogations and provide this type of support to all law enforcement agencies. Ten Polygraph Examiners assisted with the clearance of 25 homicides during the fiscal year.



Captain B. D. Gore

Troop 0 - HQ

Planning and Research

Executive Protection

The Executive Protection Division of the West Virginia State Police is charged with the responsibility of providing protection for the Governor, his immediate family and other persons so designated. The Division provides 24-hour security at the State Capitol and the Governor's residence.

During the 2003-2004 fiscal year the Executive Protection Division was comprised of a Director, Assistant Director, and ten (10) Executive Protection Officers. These State Troopers function in both uniformed and plainclothes capacities, as circumstances dictate, and accompany the Governor, his family, and other designated individuals to a variety of scheduled events. Executive Protection Officers are also responsible for the security of all rooms and vehicles utilized by the Governor and other protectees, and perform advance security checks at scheduled events as needed. When directed, Division members provide protection and transportation to visiting dignitaries and schedule the utilization of any State aircraft, vehicle or other transportation used by the Governor or other individuals under their protection.

Executive Protection Activity Report July 2003 through June 2004

Security Hours:

Persons	19,626.5
Property	148.0



The Planning and Research Section of the State Police serves as support for Field Operations and Department Administration. The responsibilities of the Section include four major areas: general planning operations, grant development and oversight, promotional system oversight and policy development and implementation.

General planning responsibilities include development of short and long range goals for the West Virginia State Police at the direction of the Superintendent, providing research and development support to other sections within the Department and to work cooperatively with the Field Operations administration as may be required to meet established objectives and improve Department law enforcement and non-law enforcement responses.

Grant development and oversight encompasses the research, drafting and submission of specific grant proposals that fall outside the purview of other Department entities or where extraordinary grant requirements exist. The section also monitors special grant reporting where required and tracks all grants obtained by the Department. The section coordinates various grant proposals and activities between varying sections within the Department as well as between the State Police and outside entities.

The West Virginia State Police Career Progression System provides for a series of career advancement opportunities that are administered by the Planning & Research Section. These duties included coordination of all promotional events and reclassification requests for employees assigned to uniformed services.

Policy development and implementation involves research, drafting, dissemination and training of new and revised policies. The section receives and applies input regarding operational practices from a variety of sources and continually reviews and modifies existing policy and develops new policies as directed by the Superintendent.

During the State Legislative Session, Planning & Research personnel operate as support staff to uniformed members assigned to the Legislative Security Detail. A comprehensive database of proposed bills of interest to the Department is maintained and their status monitored.

Planning & Research provides direct assistance to the office of the Superintendent and other senior Department managers in matters of daily and special operations.

During the 2004 fiscal year, the Planning and Research Section accomplished several goals which directly influenced Department operations:

- ◆ Drafted and issued Department Memorandums and Notices addressing a variety of issues.
- ◆ Drafted and distributed revisions to Operational Policies and Procedures “Discrimination” and “Vehicle Pursuits”.
- ◆ Converted to CD for computer use and distributed the West Virginia State Police Career Progression Manual and county highway maps of the entire State.
- ◆ Coordinated and administered the required bid and review process for numerous member occupied administrative support positions.
- ◆ Coordinated the filling of supervisory vacancies within the provisions of the Career Progression System.
- ◆ Coordinated the process of effecting non-supervisory permanent rank promotions within the Career Progression System.
- ◆ Completed the 2003 Annual Report in an improved format.
- ◆ Developed oral interview process and practical examinations for the 2004 Career Progression System Promotional Cycle.
- ◆ Coordinated the filling of supervisory vacancies in compliance with the provisions of the Career Progression System, which included the following 29 supervisory promotions:

First Lieutenant:	5 promotions
First Sergeant:	4 promotions
Sergeant:	23 promotions
- ◆ Revised Legislative Rule “West Virginia State Police Career Progression System”

The Planning and Research Section has worked in conjunction with and at the direction of the Superintendent, Deputy Superintendent, the Chief of Field Operations, the Chief of Staff Services and the Chief of Executive Services in providing appropriate responses to internal and external inquiries concerning Departmental operations. Additionally, the section has continued its tradition of providing support to other Department entities in the form of research, statistical data, copy drafts and planning operations.

Grant projects for the fiscal year include:

- ◆ Compilation of an in-depth West Virginia State Police Aviation Section presentation which was utilized in securing funding for the purchase of a new helicopter. Funding of \$3.9 million was approved by the Legislature and purchase is targeted for late 2005.
- ◆ Continued coordinating the development of the Domestic Violence Petition Registry with the Supreme Court of Appeals and Charleston Police Department and supplemented \$128,500 previously awarded with \$14,000 for the purchase of a Livescan Fingerprint Device. This Livescan is currently housed at Department Headquarters in Charleston and utilized daily by Criminal Identification Bureau fingerprint staff.
- ◆ Assisted in the application and administration of \$125,000 grant awarded from the Department of Transportation to the West Virginia Department of Highways and the West Virginia State Police for utilization reference the Amber Alert program.
- ◆ Processed application to the National Institute of Justice for funding to enhance the Cold Case Unit and provide Forensic Laboratory DNA backlog assistance in the amount of \$128,000. Application status is pending.

The Planning and Research Section has established the following goals for the fiscal year 2005:

- ◆ Development and implementation of new policies and procedures as required to meet operational needs.
- ◆ Continue revision of the Department’s Operational Policy and Procedures.
- ◆ Convert to CD format and disseminate Administrative Policies and Procedures.
- ◆ Assist in revising and converting to computer format all Department forms.
- ◆ Continue to research and secure grant funding as required.





Special Operations

The Special Operations Division of the West Virginia State Police exists organizationally within the Field Operations Division. The Division is comprised of uniformed members with specialized training and qualifications who are utilized in response to critical incidents involving the West Virginia State Police, as well as other local and federal agencies.

The Special Operations Division is divided into four groups:

- Special Response Team
- Aviation Section
- K-9 Unit
- Explosive Response Team

Special Response Team:

The Special Response Team (SRT) consists of 34 entry team members and 20 snipers/observers. Members of the SRT are field officers holding the ranks of Senior Trooper through Lieutenant. The SRT is divided into four teams, each covering a specific geographical area. The SRT entry teams/snipers/observers are utilized for high risk warrant service, tactical entries, special security details, special woodland searches, covert surveillance and any other situation where specialized training may be beneficial. These members undergo a selection process based on a combination of shooting skills, an interview process and overall physical fitness.

During the past fiscal year, Special Operations has obtained twelve Colt M-4 automatic weapons. SRT members have received advanced training and qualified with the new weapons. They have been issued to team members and are now being utilized.

SRT tryouts were held this quarter to fill a number of vacancies. Eight entry team members and three observers were added to SRT to fill vacancies.

The Special Response Teams have responded to the following calls for service throughout the State:

Barricaded suspects-	6
Warrants-	35
Special Details-	5
Other call outs-	1

Aviation:

The Aviation Section of the West Virginia State Police responds to searches for fugitives and lost persons, provides an aerial platform for surveillance, crime scene photography, traffic control (football games, special events) and damage assessments in the event of a natural or manmade disaster. Aircraft are also used for marihuana eradication and to fly Homeland Security missions around critical infrastructure sites in the State.

During FY 2004, the section evaluated candidates for two pilot positions. The two selected members were sent to initial training at Helicopter Adventures in Titusville, Florida. They completed their school and attained an FAA Private Pilot Rating. They returned to the section and continued their training with section members.

The section is now made up of five uniformed member pilots, one civilian mechanic and two aircraft, with one member is currently deployed by the West Virginia Army National Guard and the US Army in Kosovo. Both aircraft are military surplus OH-6 helicopters, manufactured in the 1960's, that can be equipped with searchlights and infrared camera equipment. Our mechanic continues to keep the aircraft flying but acquisition of repair parts for our aging aircraft continued to pose problems. The section was able to acquire special tools for maintaining the aircraft.

Fiscal Year 2003-2004 Activity	
Total Flight Hours:	553
Total Calls for Service:	242



K-9 Unit:

The West Virginia State Police K-9 Unit currently consists of 15 functional teams, including the Director. A K-9 team consists of a dog and a handler. These teams are located geographically throughout the State in order to provide timely support for various law enforcement efforts. The K-9 Unit consists of dogs trained in explosives detection, narcotics detection and patrol.

Building Searches -	55
Area Searches -	43
K9 as back up -	435
Tracks -	109
Evidence Searches -	10
Public Demos -	56
Officer Protection -	99
Narcotic Searches -	1185
Explosive Searches -	94
Total calls for service -	4205
Total hours spent in service -	6533
Total hours spent in training -	3351

Explosive Response Team:

The Explosives Response Team (ERT) consists of 5 members at the end of the fiscal year. They are situated in specific geographical areas of responsibility throughout West Virginia. The section evaluated candidates to increase numbers to meet the increasing demand for ERT utilization. Three new members have been selected and will be added in the near future.

The primary responsibility of the ERT is to render safe real or potentially explosive devices or chemicals. Calls for service may include neutralization of a device, the disruption of suspicious packages, the removal of a device or package, and the safe removal and destruction of any explosive materials.

A secondary responsibility of the ERT is to provide training and support to the National Guard's Civil Support Teams as well as the West Virginia Regional Response Teams. The ERT trains to respond with these teams to assist in the mitigation of a terrorist event.

The ERT has two certified Underwater Explosives Recovery Specialists who perform render safe and recovery operations whenever material or devices are found underwater. They perform evidence search and recovery when needed. Each ERT member is a certified Hazardous Materials Technician as well as a certified instructor in the area of Weapons of Mass Destruction and Terrorism.

Members of the ERT travel throughout the State providing training to other agencies, first responders and members of the business and educational community.

During the past fiscal year the ERT has recovered 453 explosive detonators, 1630 pounds of high explosives and 53 pieces of military ordnance.

The ERT members provide training in the following areas:

- ◆ Bomb Threat Response
- ◆ Improvised Explosive Devices
- ◆ Bomb Threat Management and Assessment
- ◆ Booby Traps
- ◆ WMD/Terrorism for First Responders
- ◆ Explosives Recognition

ERT members received the following specialized training:

- ◆ Hazardous Materials Technician Re-certification
- ◆ Advanced Explosives Disposal Training
- ◆ Large Vehicle Bomb Training
- ◆ Andros Robot Training
- ◆ Disaster Drill 2003
- ◆ OES Disaster Drill 2003
- ◆ Bomb Squad Re certification
- ◆ Bomb Squad Commanders training
- ◆ WMD Radiological/Nuclear Course
- ◆ WMD Lab Training

ERT Fiscal Year 2003-2004 Activity:

Recovered Commercial Explosives	42
Recovered Military Ordnance	29
Suspicious Packages	11
Hoax Devices	2
Actual Bombs	16
Explosive Chemicals	4
Details	21
Threats	5
TOTAL	130

Training hours	770
Courses instructed	76

New Equipment:

- ◆ 3 Sets of SCUBA gear
- ◆ 3 Dell laptop computers
- ◆ 1 Laptop projector
- ◆ 2 Nuclear detectors

Training Academy



Captain J. A. Ferda

The Training Academy has the responsibility of gathering information concerning court decisions, changes in law, new and innovative changes in police techniques and changes made in the criminal justice system. This information is distributed to all police and correction agencies through schools and seminars. Several training programs are taught at the West Virginia State Police Academy throughout the year.

All newly hired members of the West Virginia State Police attend a Cadet Class administered by the Academy and current members receive annual in-service training through the Academy. The Academy is also responsible for conducting the Basic Police Training Course for city, county, DNR and campus police law enforcement officers.

During the 2003-2004 fiscal year several law enforcement classes were conducted at the academy including:

- ◆ 2004 In-Service training for the State Police
- ◆ Completion of the 118th, 119th, 120th, and 121st Basic Classes

There were a total of fifteen (15) West Virginia State Police In-Service Training Sessions conducted during fiscal year 2003-2004. Each member was required to qualify with his/her Smith & Wesson Model 4006 or other issued weapon. Also during fiscal year 2003-2004 there were four Basic Police Training Courses. These officers (City, County, Division of Natural Resources, and college campus police) were trained to safely and accurately use a handgun and shotgun. Each class consisted of four hours of classroom lecture on firearms safety, firearms nomenclature, and basic fundamentals of marksmanship; 44 hours of practical application on the range; 14 hours of shotgun training; 8 hours of decision shooting; 4 hours of night firing and 4 hours of chemical agents training. Each

student was required to achieve a qualification score of 75%. In addition, each student was required to fire the Combat Shotgun Course for familiarization with the Remington Model 870, pump action, 12 gauge, riot shotgun.

The Academy also conducted numerous law enforcement classes and seminars to various law enforcement agencies from throughout the State including the West Virginia Air National Guard, West Virginia State College, West Virginia Probation, West Virginia Capitol Security Police, Yeager Airport Security.

The 8th Annual WVSP Junior Trooper Academy was held in which young people from throughout the State, who are interested in a career in law enforcement, attend a week-long class at the Academy where they are introduced to a variety of law enforcement operations.

In addition, tours were conducted of the Academy Complex for eight individual groups, totaling 600 people. During the fiscal year, approximately 6,405 people utilized the Academy's facilities.

Projects for the upcoming year at the Academy include:

- ◆ Conduct one WV State Police Cadet Training Program
- ◆ Conduct one WV State Police Junior Trooper Program
- ◆ Conduct four Basic Police Training Programs
- ◆ Complete 15 WV State Police Annual In-Service
- ◆ Two Instructor Development Courses
- ◆ One Pistol Instructor Course
- ◆ Nine Police Use of Force Classes
- ◆ Thirteen W.E.A.P.O.N. Certification Classes
- ◆ One WVSP Retired Members Association Meeting
- ◆ Two Command Officer Training Courses
- ◆ One FBI Large Vehicle Bomb Post Blast Crime Scene School
- ◆ One Bench Press Competition
- ◆ One Laptop Computer Training Class
- ◆ Upgrading of the Academy Complex is ongoing with maintenance and painting of all three buildings
- ◆ Expanding to the Shawnee Hills property located next to the State Police Academy property



Staff Services



The Accounting Section of the State Police is located at Department Headquarters and is comprised of Accounts Payable, Cash & Grants Management and Payroll. Accounting is staffed with 1 part-time and 10 full-time civilians who are supervised by the Comptroller and Assistant Comptroller.

Accounting personnel have the responsibility of managing all financial aspects of the West Virginia State Police which include payroll, health and life insurance issues, pledge and contributions, grants management, expenditures and appropriations.

WEST VIRGINIA STATE POLICE EXPENDITURES BY FUND TYPE AND ACTIVITY YEAR ENDED JUNE 30, 2004

	<u>GENERAL REVENUE</u>	<u>APPROPRIATED SPECIAL REVENUE</u>	<u>FEDERAL FUNDS</u>	<u>OTHER FUNDS</u>	<u>TOTAL</u>	<u>%</u>
PERSONAL SERVICES	\$28,459,899	\$1,035,630	\$521,191	\$1,155,276	\$31,171,996	36.5%
EMPLOYEE BENEFITS	\$31,825,610	\$328,890	\$94,516	\$178,184	\$32,427,200	38.0%
CURRENT EXPENSES	\$10,453,794	\$1,485,361	\$86,473	\$829,308	\$12,854,936	15.1%
REPAIRS & ALTERATIONS	\$399,816	\$10,972	\$0	\$36,133	\$446,921	0.5%
EQUIPMENT	\$6,295,033	\$1,271,236	(\$1,033)	\$575,017	\$8,140,253	9.5%
OTHER	\$306,543	\$6,353	\$298	\$17,127	\$330,321	0.4%
TOTAL	<u>\$77,740,695</u>	<u>\$4,138,442</u>	<u>\$701,445</u>	<u>\$2,791,045</u>	<u>\$85,371,627</u>	100.0%
PERCENT OF TOTAL	91.1%	4.8%	0.8%	3.3%	100.0%	

WEST VIRGINIA STATE POLICE SCHEDULE OF GENERAL FUND REIMBURSEMENTS RECEIVED YEAR ENDED JUNE 30, 2004

	<u>WV Parkways Authority</u>	<u>Divison of Motor Vehicles</u>	<u>Hampshire County</u>	<u>Total</u>
PERSONAL SERVICES	\$1,027,825.81	\$3,575,508.00	\$100,672.23	\$4,704,006.04
EMPLOYEE BENEFITS	\$151,533.75	\$720,436.00	\$37,324.13	\$909,293.88
UNCLASSIFIED	\$58,830.43	\$790,402.00	\$4,237.68	\$853,470.11
BARRACKS LEASE PAYMENT	\$0.00	\$131,357.19	\$0.00	\$131,357.19
TROOPER RETIREMENT FUND	\$131,346.51	\$394,654.00	\$0.00	\$526,000.51
TOTAL REIMBURSEMENTS	<u>\$1,369,536.50</u>	<u>\$142,234.04</u>	<u>\$142,234.04</u>	<u>\$1,654,004.58</u>

**WEST VIRGINIA STATE POLICE
APPROPRIATED SPECIAL REVENUE FUNDS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004**

FUND	6501	6513	6516	6519	6527	6532	TOTAL
Cash Balance 7/1/03	\$722,341	\$941,823	\$1,256,783	\$433,638	\$509,367	\$1,900	\$3,865,852
RECEIPTS	1,643,223	988,644	20,400	174,216	190,580	220	\$3,017,283
EXPENDITURES:							
Personal Services	1,011,263	0	0	40	97,768	0	\$1,109,071
Payroll Reimbursements	(85,791)	0	0	0	0	0	(\$85,791)
Annual Increment	12,000	0	0	0	350	0	\$12,350
Employee Insurance Fees	4,030	0	0	0	300	95	\$4,425
Social Security Matching	30,439	0	0	0	7,228	0	\$37,667
Public Employees Insurance	128,674	0	0	555	23,274	0	\$152,503
Workers Compensation	7,207	0	0	0	2,033	0	\$9,240
Pension & Retirement	115,418	0	0	0	9,637	0	\$125,055
Office Expenses	4,005	0	0	0	0	0	\$4,005
Printing & Binding	0	0	0	0	0	0	\$0
Utilities	21,192	0	0	889	0	0	\$22,081
Telecommunications	21,064	0	0	10,993	0	0	\$32,057
Contractual & Professional	140	673,887	0	63,919	24	0	\$737,970
Travel	1,599	0	0	184	0	0	\$1,783
Rentals-Machine&Misc	291	0	0	50	0	0	\$341
Fire, Auto, Bond & Other Insur	190,683	97,380	48,687	41,267	11,678	0	\$389,695
Clothing,Household supplies	15,285	0	0	51,867	0	0	\$67,152
Vehicle Operating Expense	38,675	0	0	6,144	0	0	\$44,819
Research, Educational,Medical	0	0	0	1,500	0	0	\$1,500
Routine Maintenance Contracts	2,337	0	0	72	0	0	\$2,409
Merchandise for Resale	121,702	0	0	0	0	0	\$121,702
Subsistence	17,673	0	0	0	0	0	\$17,673
Miscellaneous	5,268	0	0	0	0	0	\$5,268
Training & Development	4,004	0	0	118	0	0	\$4,122
Postal & Freight	30,553	5	0	0	0	0	\$30,558
Computer Supplies & Equip	1,166	0	0	367	0	0	\$1,533
Misc Equipment Purchases	274	0	0	0	419	0	\$693
Office & Comm. Equip Repairs	99	0	0	0	0	0	\$99
Research,Educ,Med Equip Rep	0	0	0	6,883	0	0	\$6,883
Routine Building Maintenance	0	0	0	932	0	0	\$932
Vehicle Repairs	1,599	0	0	1,459	0	0	\$3,058
Office & Comm. Equipment	0	0	0	0	0	0	\$0
Research & Educational Equip.	0	0	0	0	0	0	\$0
Household Equip.&Furnishings	0	0	0	0	0	0	\$0
Building Equipment	0	0	0	0	0	0	\$0
Vehicles	112,545	0	0	32,550	0	0	\$145,095
Land Purchase	0	0	45,000	0	0	0	\$45,000
Building Purchase of Constr.	0	0	1,050,000	0	0	0	\$1,050,000
Debt Service (Leases-Principal)	218	0	0	0	0	0	\$218
Computer Equipment	23,723	0	0	0	0	0	\$23,723
Computer Software	0	0	0	0	0	0	\$0
Medical Service Payments	0	0	0	7,200	0	0	\$7,200
Fund Transfers	0	0	0	0	0	0	\$0
Public Employees Insur Res Tr	0	0	0	0	957	0	\$957
Other	386	0	0	5,010	0	0	\$5,396
Total Expenses	1,837,721	771,272	1,143,687	231,999	153,668	95	4,138,442
Cash Balance 6/30/04	\$527,843	\$1,159,195	\$133,496	\$375,855	\$546,279	\$2,025	\$2,744,693

**WEST VIRGINIA STATE POLICE
FEDERAL FUNDS
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004**

FUND	8741
Cash Balance 7/1/03	\$235,933
RECEIPTS	697,310
EXPENDITURES:	
Personal Services	481,669
Payroll Reimbursements	37,172
Annual Increment	2,350
Employee Insurance Fees	970
Social Security Matching	11,538
Public Employees Insurance	33,727
Workers Compensation	1,804
Pension & Retirement	46,477
Office Expenses	2,026
Printing & Binding	0
Utilities	118
Telecommunications	0
Contractual & Professional	624
Travel	469
Vehicle Rental	37,682
Rentals-Machine&Misc	0
Fire, Auto, Bond & Other Insur	0
Clothing,Household supplies	13,930
Advertising & Promotional	0
Vehicle Operating Expense	0
Research, Educational,Medical	585
Routine Maintenance Contracts	0
Merchandise for Resale	0
Subsistence	6,628
Miscellaneous	3,566
Training & Development	10,477
Postal & Freight	109
Computer Supplies & Equip	1,009
Misc Equipment Purchases	9,250
Office & Comm. Equip Repairs	0
Research,Educ,Med Equip Rep	0
Routine Building Maintenance	0
Vehicle Repairs	0
Office & Comm. Equipment	(56,050)
Research & Educational Equip.	37,995
Household Equip.&Furnishings	0
Building Equipment	0
Vehicles	0
Livestock, Farm&Const Equip	0
Other Capital Equipment	12,479
Debt Service (Leases-Principal)	0
Computer Equipment	4,543
Computer Software	0
Payment of Taxes	0
Fund Transfers	0
Public Employees Insur Res Tr	0
Other	298
 Total Expenses	 701,445
 Cash Balance 6/30/04	 \$231,798

D. UNCLASSIFIED - 099

Appropriation	\$6,164,417.00	
Agency Transfers	\$735,000.00	
Secretary Transfers	\$0.00	
Net Appropriation		\$6,899,417.00
Expenditures		
Office Expenses	\$233,919.85	
Printing & Binding	\$35,646.61	
Rental Expense	\$183,170.64	
Utilities	\$707,410.80	
Telecommunications	\$898,325.42	
Contractual & Professional	\$121,799.20	
Travel	\$74,334.71	
Computer Service	\$75,386.25	
Rentals (Machine & Misc)	\$31,175.81	
Fire, Auto, Bond & Other Insurance	\$58,629.50	
Food Products	\$136,444.85	
Clothing, Household & Recreational Supplies	\$542,569.04	
Vehicle Operating Expense	\$1,688,011.10	
Research, Educational & Medical Supplies	\$196,708.55	
Routine Maintenance Contracts	\$355,397.32	
Subsistence	\$824,322.11	
Training & Development	\$170,796.36	
Postage & Freight	\$155,861.69	
Computer Supplies	\$107,218.87	
Attorney Legal Service Payments	\$28,490.09	
Other Current Expenses	\$279,378.14	
Subtotal	\$6,904,996.91	
Repairs & Alterations		
Office & Communication Equipment Repairs	\$70,713.67	
Research & Educational Equipment Repairs	\$3,606.70	
Routine Building Maintenance	\$63,196.41	
Vehicle Repairs	\$191,026.35	
Routine Maintenance of Grounds	\$16,022.57	
Other Repairs & Alterations	\$26,851.94	
Subtotal	\$371,417.64	
Equipment		
Office and Communications Equipment	\$38,834.78	
Vehicles	\$288,228.54	
Computer Equipment	\$44,442.00	
Other Equipment	\$31,379.68	
Subtotal	\$402,885.00	
Other Disbursements		
Medical Service Payments	\$357,942.19	
Debt Service (Leases - Principal)	\$105,359.70	
Debt Service (Leases - Interest)	\$21,316.05	
Subtotal	\$484,617.94	
Less: Reimbursements	(\$1,264,500.49)	
Net Expenditures		\$6,899,417.00
Expired Appropriation		\$0.00

E. PAY EQUITY RESERVE - 364

Appropriation	\$738.00
Expenditures	<u>\$738.00</u>
Expired Appropriation	<u><u>\$0.00</u></u>

F. VEHICLE PURCHASE - 451

Appropriation	\$1,000,000.00
Expenditures	<u>\$1,000,000.00</u>
Expired Appropriation	<u><u>\$0.00</u></u>

G. BARRACKS MAINTENANCE & CONSTRUCTION - 494 (FY 02, 03 & 04)

Appropriation	\$4,244,458.44
Expenditures	<u>\$1,844,177.53</u>
Reappropriated	<u><u>\$2,400,280.91</u></u>

H. TROOPER CLASS - 521

Appropriation	\$3,625,433.00
Expenditures	<u>\$3,231,129.70</u>
Reappropriated	<u><u>\$394,303.30</u></u>

I. COMMUNICATION & OTHER EQUIPMENT - 558 (FY 02, 03 & 04)

Appropriation	\$1,581,679.73
Expenditures	<u>\$792,666.59</u>
Reappropriated	<u><u>\$789,013.14</u></u>

J. TROOPER RETIREMENT FUND - 605

Appropriation		\$24,875,529.00
Expenditures	\$25,391,209.87	
Less: Reimbursements	<u>(\$515,680.87)</u>	
Net Expenditures		<u>\$24,875,529.00</u>
Expired Appropriation		<u><u>\$0.00</u></u>

K. HANDGUN ADMINISTRATION EXPENSE - 747

Appropriation		\$70,375.00
Expenditures		<u>\$69,252.95</u>
Expired Appropriation		<u><u>\$1,122.05</u></u>

L. BARRACKS LEASE PAYMENT - 556

Appropriation		\$318,768.00
Expenditures		<u>\$318,768.00</u>
Expired Appropriation		<u><u>\$0.00</u></u>

M. AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM - 898

Appropriation		\$495,293.00
Expenditures		<u>\$478,641.30</u>
Expired Appropriation		<u><u>\$16,651.70</u></u>

N. BRIM PREMIUM - 913

Appropriation (Includes supplemental of \$623,348)		\$5,258,706.00
Expenditures		<u>\$5,258,706.00</u>
Expired Appropriation		<u><u>\$0.00</u></u>

GRAND TOTAL

Appropriation	\$81,344,940.17	
Agency Transfers	\$0.00	
Secretary Transfers	<u>\$0.00</u>	
Net Appropriation		\$81,344,940.17
Net Expenditures		<u>\$77,740,694.61</u>
Expired Appropriation		\$20,648.21
Reappropriated		<u><u>\$3,189,294.05</u></u>

**WEST VIRGINIA STATE POLICE
NON-APPROPRIATED SPECIAL REVENUE FUNDS - OTHER
STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2004**

FUND	6502	6504	6505	6506	6508	6512	6517	6518	6528	6529	6530	6531	6537	TOTAL
Cash Balance 7/1/03	\$281,522	\$51,253	\$87,666	\$144,221	\$4,991	\$2,442	\$16,750	\$177,606	\$10,165	\$4,850	\$0	\$81,800	\$0	\$863,266
RECEIPTS	1,039,460	63,570	597,830	97,798	459,137	193,943	0	1,566	4,223	0	127,967	21,886	1,300	2,608,680
EXPENDITURES:														
Personal Services	57,883	0	281,325	54,420	443,400	132,253	0	0	0	0	0	0	0	969,281
Payroll Reimbursements	164,276	0	15,869	0	0	0	0	0	0	0	0	0	0	180,145
Annual Increment	0	0	500	650	0	4,700	0	0	0	0	0	0	0	5,850
Employee Insurance Fees	0	0	460	770	0	1,440	0	0	0	0	0	0	0	2,670
Social Security Matching	780	0	8,003	3,932	5,988	10,016	0	0	0	0	0	0	0	28,719
Public Employees Insurance	0	0	18,810	18,847	0	30,070	0	0	0	0	0	0	0	67,727
Workers Compensation	0	0	1,080	1,232	0	2,483	0	0	0	0	0	0	0	4,795
Pension & Retirement	24,428	0	29,683	5,782	0	14,380	0	0	0	0	0	0	0	74,273
Office Expenses	7,104	0	244	0	0	0	0	4	0	0	0	0	0	7,352
Printing & Binding	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	91	0	0	0	0	0	0	0	0	0	0	91
Telecommunications	0	0	2,909	0	0	0	0	0	0	0	0	0	0	2,909
Contractual & Professional	103,295	12	53	15	0	0	0	0	1	0	0	0	0	103,376
Travel	0	0	2,784	0	0	0	0	0	0	0	0	0	0	2,784
Rentals-Machine&Misc	276	0	13	0	0	0	0	0	0	0	0	0	0	289
Fire, Auto, Bond & Other Insur	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Clothing,Household supplies	500	0	13,161	0	0	0	0	0	0	0	0	0	0	13,661
Advertising & Promotional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Operating Expense	14,334	0	6,048	0	0	0	0	0	0	0	0	0	0	20,382
Research, Educational,Medical	4,717	0	29,920	0	0	0	0	0	0	0	0	0	0	34,637
Routine Maintenance Contracts	0	0	23,096	0	0	0	0	0	0	0	0	0	0	23,096
Merchandise for Resale	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subsistence	0	0	3,120	0	0	0	0	0	0	0	0	0	0	3,120
Miscellaneous	66,850	66,370	4,944	358	0	0	0	39,342	0	0	0	0	0	177,864
Training & Development	310,121	0	4,538	0	0	0	0	0	0	0	31,300	0	0	345,959
Postal & Freight	0	0	2,052	3	0	0	0	0	0	0	0	0	0	2,055
Computer Supplies & Equip	20,307	250	2,028	0	0	0	0	977	0	0	4,264	0	0	27,826
Misc Equipment Purchases	46,286	1,505	3,478	2,583	0	0	0	3,069	0	0	6,986	0	0	63,907
Office & Comm. Equip Repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Research, Educ, Med Equip Rep	0	0	16,573	0	0	0	0	0	0	0	0	0	0	16,573
Routine Building Maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Repairs	17,516	0	2,044	0	0	0	0	0	0	0	0	0	0	19,560
Office & Comm. Equipment	28,133	1,429	0	0	0	0	0	0	0	0	0	0	0	29,562
Research & Educational Equip.	53,674	0	128,725	0	0	0	0	0	0	0	44,538	0	0	226,937
Household Equip.&Furnishings	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Building Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles	113,931	0	0	46,106	0	0	0	0	0	0	0	0	0	160,037
Livestock, Farm&Const Equip	5,500	0	0	0	0	0	0	0	0	0	0	0	0	5,500
Other Capital Equipment	0	0	13	0	0	0	0	0	0	0	0	0	0	13
Debt Service (Leases-Principal)	0	0	3,022	0	0	0	0	0	0	0	0	0	0	3,022
Computer Equipment	108,343	0	0	519	0	0	0	205	0	0	40,879	0	0	149,946
Computer Software	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Payment of Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fund Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Employees Insur Res Tr	0	0	1,302	544	0	0	0	0	0	0	0	0	0	1,846
Other	15,266	3	12	0	0	0	0	0	0	0	0	0	0	15,281
Total Expenses	1,163,520	69,569	605,900	135,761	449,388	195,342	0	43,597	1	0	127,967	0	0	2,791,045
Cash Balance 6/30/04	\$157,462	\$45,254	\$79,596	\$106,258	\$14,740	\$1,043	\$16,750	\$135,575	\$14,387	\$4,850	\$0	\$103,686	\$1,300	\$680,901

Communications

The mission of the Communications Section is to provide for the exchange of criminal justice information as required in the performance of a law enforcement officer's duties and all criminal justice users in the performance of their duties. The Communications Section is to meet all communication operation requirements of the West Virginia State Police. The section also provides assistance to federal, state, county, city agencies and 911 centers.

The Communication Section is responsible for two-way radio communications, radar units, in-car video systems, data information processing, all aspects of computer and related equipment and all telephone systems. The section is also responsible for the operation of the National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS) and the West Virginia Automated Police Network (WEAPON) networks in West Virginia.

Communications has eleven primary radio stations in operation 24 hours a day throughout the State. Each Detachment is equipped with a detachment radio to communicate with their primary station and to vehicles.

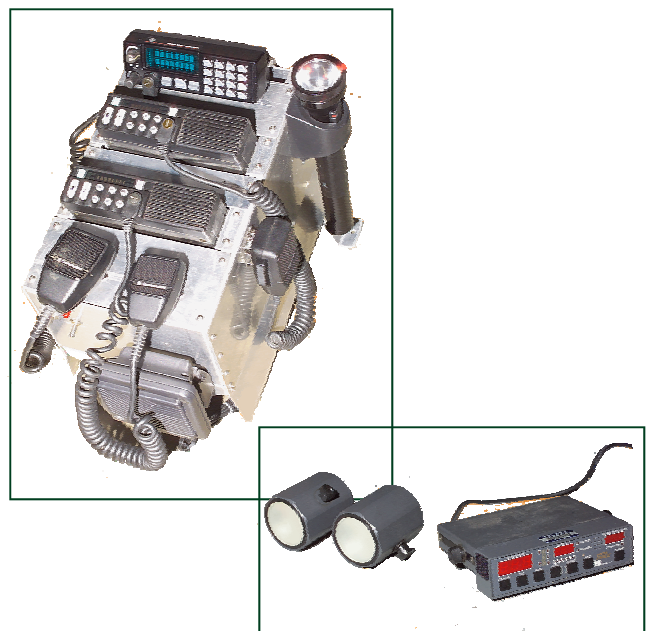
All State Police owned vehicles are equipped with low band or high band two-way mobile radios. All field service patrol vehicles have a minimum of low band, high band and vehicular repeater radios with a handheld radio. Many field service vehicles are also equipped with ultra high band radios. State Police aircraft are equipped with wide band radios capable of transmitting on any frequency normally used by law enforcement and other agencies.

In addition to the telecommunicators located at each primary radio station, Communications also has electronic technicians at Shinnston, Charles Town, Elkins, South Charleston and Beckley.

During the fiscal year the Communications Section improved various communications systems within the State Police including:

- ◆ Installation of new dual position radio equipment at the Elkins primary station.
- ◆ New FCC license for Mason County and Sugarloaf hilltops for radio equipment and tower.

- ◆ Procured, programmed and installed new desktop computers for all Detachment and District Commander's offices, at all State Police WEAPON terminal locations and at the State Police Academy computer classroom.
- ◆ Procured, programmed and distributed 200 new laptop computers to field troopers throughout the State.
- ◆ Installed network wiring and High-Speed Internet service in 47 of the 62 Detachments and 18 of the 20 District Offices, which provides them with network connectivity to State Police Headquarters.
- ◆ Upgraded the Department's network connection from a T-1 to a 10MG to provide enough Internet bandwidth for interdepartmental connections and for accepting livescan fingerprint images to the IAFIS system located at Department Headquarters.
- ◆ Completed the network connection between State Police Headquarters and the West Virginia Supreme Court which will allow court personnel to enter domestic violence petition information directly into NCIC's Domestic Violence "Hot File" and facilitate the development of a statewide warrant system.
- ◆ Procured and installed software licenses for OmniForm filler on computer systems throughout the Department; developed and distributed electronic versions of several State Police forms on computers utilizing OmniForm. The forms were also placed on the Department's Intranet website for download by Department personnel.





- ◆ Converted the Index Card Files for Criminal Reports, Accident Reports, Arrest Cards and General Correspondence to electronic format using OmniForm utilized by all Detachments.
- ◆ Installed VPN software on WEAPON terminals at 911 Centers, Sheriff Departments, City Police Departments and Federal agencies, which permits these agencies to communicate with the State's WEAPON server located at State Police Headquarters.
- ◆ Update, compiled and disseminated the new State Police Communications Handbook.

The Communications Section was involved in numerous training courses during the year including; WEAPON training sessions for various agencies throughout the State and WEAPON training at the State Police Academy for 100 terminal operations, 4 Basic Police Training classes and one Cadet Class. WEAPON staff also conducted system audits at thirteen agency locations throughout the State.

Projects and Goals for the upcoming year include the following:

- ◆ Provide more computer related training for State Police employees.
- ◆ Installation of low-band hilltop in Berkeley County.
- ◆ Replace TEAMUP database software with SQL or other Windows based database and further automate State Police forms and procedures.
- ◆ Complete bid specifications, procure and install a new telephone system for the State Police.

- ◆ Complete the network and telephone wiring to include the new Shawnee Hills Annex within the Academy complex infrastructure.
- ◆ Complete comprehensive plan on the implementation of moving radio links to the State EMS Microwave system.
- ◆ Conduct study on the feasibility of porting Morgantown line(s) to Shinnston via the State Microwave system.
- ◆ Update all FCC radio licenses for all Detachment radios.
- ◆ Complete electronic compilation of maps, directions and GPS readings for all State Police facilities and radio towers.
- ◆ Complete study and implement a bar code asset tracking system for inventory items of equipment and supplies.

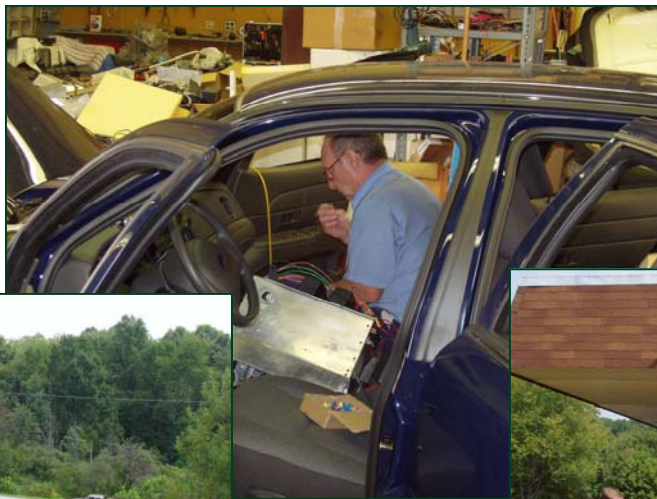


**WEST VIRGINIA AUTOMATED POLICE NETWORK (WEAPON)
STATISTICAL SUMMARY
JULY 1, 2003 THROUGH JUNE 30, 2004**

	TRANSACTIONS RECEIVED	TRANSACTIONS TRANSMITTED	TOTAL HANDLED
NETWORK TOTAL (Stations)	6,857,076	4,236,214	11,093,290
TOTAL FOR 2002-2003	6,596,384	6,452,229	13,048,613
PERCENTAGE CHANGE FOR FISCAL YEAR 2003-2004	4%	-34%	-15%

**INTERFACE SYSTEMS STATISTICAL SUMMARY
JULY 1, 2003 THROUGH JUNE 30, 2004**

SYSTEM	TRANSACTION	TRANSACTIONS	TOTAL
IS&C/DRIVER(DQ)	1,174,299	998,160	2,172,459
NATIONAL CRIME	1,922,707	2,053,541	3,976,248
NATIONAL LAW	1,401,216	1,699,108	3,100,324
IS&C/REGISTRATION	1,229,955	1,073,371	2,303,326
INTERFACE TOTALS	5,728,177	5,824,180	11,552,357
TOTAL FOR 2002-2003	3,429,861	10,425,554	13,855,415
PERCENTAGE CHANGE	67%	-44%	-17%





Criminal Records

The Criminal Records Section was established in 1935 by Legislative Act. The original purpose was to receive and file fingerprints, photographs, records and other information pertaining to the investigation of crime and the apprehension of criminals. Further enabling legislation has required the clerk of any court of record or the magistrate of any magistrate court to report to CIB any sentence or other disposition of the charge, and the prosecuting attorney of every county shall report such additional information as the Bureau may require. Since the inception of CIB, criminal history record information (CHRI) has been processed and maintained in a manner fashioned from procedures followed by the Identification Division, Federal Bureau of Investigation, with few procedural changes in the past 61 years.

Criminal Records is comprised of six (6) distinct sections. These are;

- Criminal Records
- Bail Bond Enforcer Registry
- Central Abuse Registry
- Concealed Handgun Permits Registry
- Sexual Offender Registry
- Uniform Crime Reporting

The Criminal Records Section is supervised by a Director and Deputy Director. The Director of Criminal Records is responsible for maintaining and processing the criminal records for the entire State, including records from all law enforcement and courts of record and correctional facilities and reports directly to the Deputy Chief of Support Services. The Deputy Director is responsible for performing the executive and administrative duties necessary for the operation of the section and has the specific responsibility to Uniform Crime Reporting (UCR) and Criminal Investigation Report release operations, and reports to the Director.



Criminal Records is currently staffed at 26 persons in the capacities of clerical, technical and supervisory. There are 2 part-time employees in the clerical and technical capacities. One full-time contract employee is stationed, by Lockheed-Martin Corporation, within the Criminal Records Section to maintain the AFIS and the AFIS interface.

Criminal Records is working within the West Virginia State Police and with the criminal justice community to integrate automated fingerprint stations at various local law enforcement and regional jail facilities throughout the State. The Regional Jail Authority has established "livescan" fingerprint devices at each of their facilities. The livescan units are being testified for complete functionality. Criminal Records will work toward the acquisition and implementation of an electronic fingerprint capture station for use within the State Police Headquarters facility.

Various State governmental agencies are also working with Criminal Records for the implementation of automated fingerprint stations for the non-criminal justice submission of criminal records requests such as the West Virginia Lottery Commission. The Lottery Commission has implemented livescan devices and fingerprints 100% of all applicants for licensing with submission to the State Police and FBI performed electronically.

During this fiscal year, Criminal Records and the West Virginia Division of Corrections has continued the development of standards for re-entry of sex offenders into the community, along with developing the release of the sex offender risk assessment to the Sex Offender Registry for convicted sexual offenders. During this fiscal year, the Section continued the development and implementation of new policies to address statutory modifications to the Sex Offender Registry Act.

Criminal Records is continuing work with the Communications Section and the Supreme Court Administrator's office toward the implementation of a statewide Domestic Violence Protection Order Registry. This registry will enable law enforcement personnel to access Protection Order information through the WEAPON system and will be a comprehensive database of Protection Orders from each of the 55 counties in the State. The implementation of this registry will bring West Virginia into compliance with Federal requirements and also provide the framework for the development and implementation of a statewide active warrant system. The target date for completion of this project is Spring of 2005.

The Section implemented training for non-criminal justice personnel in the capacity of fingerprinting applicants and

continues active training of new criminal justice personnel and law enforcement recruits in the capacity of fingerprinting arrestees and applicants in compliance with WV Code §15-2-24. Personnel have also developed and are implementing the backlog reduction process of arrest fingerprint cards and arrest information.

Throughout 2003-2004 Criminal Records continued collaborating with Computer Projects of Illinois reference the development of specifications and equipment requirements for the interface of the computerized criminal history (WATCH) system to the fingerprint interface server.

Installation of the Lockheed-Martin Corporation fingerprint interface server was completed this fiscal year . The installation process includes current testing of the appropriate interfaces with the computerized criminal history (WATCH) system, as well as “live scan” equipment installed at various governmental locations. In addition, the Section continues working with the Lockheed-Martin Corporation for the development of specifications and equipment requirements for the livescan workstations.

Criminal Records is working with the Legal Unit to implement a training program for the Prosecuting Attorneys’ Association. This training will enable the Section to achieve greater involvement with the Prosecuting Attorneys around the State in various areas concerning criminal record information.

Section personnel completed the internal audit of the concealed carry permit registry and continued coordinating with the FBI to ensure West Virginia is in compliance with the National Instant Check System (NICS) for the sale of firearms.

The Uniform Crime Reporting Section (UCR) is charged with the duties of UCR and dissemination of Criminal Investigative Reports. The object of UCR is to provide a statewide view of crime based on the submission of police statistics by city, county and State law enforcement agencies throughout the State. This is accomplished by the monthly receipt of crime data based on the uniform classifications and procedures of the National Incident Base Reporting System (NIBRS) that was adopted by West Virginia in 1999.

NIBRS allows the State to fulfill the reporting obligation to the FBI, and also provides the information that is used to produce Crime in West Virginia. This publication is a compilation of all the data that is submitted by each agency for any given year and provides the overview of crime in the State. The raw data is also the source of information that is utilized to create ad hoc reports that are requested by individuals, media, academia, etcetera, on a regular basis.

The dissemination of State Police criminal investigative reports is governed by the Freedom of Information Act (29B-1-1 through 29B-1-7). As public records, all reports must be released if requested unless one of the four following conditions exists; there is pending prosecution, there is an ongoing investigation, there are articulable privacy concerns, or there is information that can identify juveniles. Barring any one of the four conditions, a report will be released when the correct fee and request form are received.

During the previous year the 1999, 2000 and 2001 Editions of “Crime in West Virginia”, a statistical report of reported crimes in the State, were published and placed on the State Police website. Over 400 compact disc copies of the 2001 Edition were disseminated to various legislators, libraries, and police agencies.

UCR continued communication with the FBI on the National Law Enforcement Data Exchange system (N-Dex), a nationwide information sharing initiative, which will collect and process crime data in support of investigations, crime analyses, law enforcement administration, strategic and tactical operations and national security responsibilities, and correlate data from all major FBI databases. Several meetings were held to discuss topics such as enhanced data elements, accessibility, data submission and performance standards. Members of the section were certified on NCIC due to the fact that N-Dex will be accessing those files. West Virginia State Police is one of three state law enforcement agencies slated to begin piloting this project in August 2004.

CRIMINAL RECORDS ACTIVITY	
July 1, 2003 to June 30, 2004	
Record Checks for Criminal Justice Purposes	476,673
Fingerprint Cards Processed for Criminal Justice Purposes	42,647
Record Checks for Non-Criminal Justice Purposes	34,515
Concealed Weapon Permits Received	10,564
Sex Offender Registrations	
New	455
Verifications	1,459
Registration Changes	1,343

Forensic Laboratory



Captain T. A. Smith

The Forensic Laboratory of the West Virginia State Police has been providing forensic services continuously since it was organized in 1935. The Laboratory is supervised by a Director, a Quality Assurance Officer and 8 Section Heads, and is staffed by 30 analysts and examiners who are qualified through education and experience to testify in State and federal courts. The Forensic Laboratory offers a broad range of forensic services, scientific examinations and expert testimony, without charge, to all law enforcement agencies operating within the State. Examinations are conducted only in connection with a crime, in support of a criminal investigation, or in the interest of public safety. The Laboratory is organized into seven forensic disciplines (Drug Identification, Biochemistry, Firearms/Toolmarks, Latent Prints, Toxicology, Trace Evidence and Questioned Documents), a photography section and an evidence receiving/processing unit.

CASES RECEIVED BY SECTION

Section	2002/03	2003/04	Increase
Drug Identification	2,189	2,344	14.4%
Biochemistry	657	644	- 1.9%
Firearm/Toolmarks	181	334	84.5%
Latent Prints	1,111	1,416	27.4%
Toxicology	488	580	18.8%
Trace Evidence	388	422	8.7%
Questioned Documents	232	263	13.3%
Photography	8,764	8,998	2.3%
TOTAL	14,010	15,001	7.0%

During the fiscal year, the Forensic Laboratory made several equipment and software improvements including: an upgrade of the microscopes in the Questioned Documents Section, the Trace Evidence Section, Firearm/Toolmarks Section, and in the Processing Unit; and the installation of a record storage software and a network area storage device to collect and store Laboratory records.

The Laboratory's Evidence Processing area was constructed, equipped and the unit has become fully functional. The unit is making progress toward the goal of eliminating the Laboratory's unanalyzed backlog of Biology cases. The Evidence Receiving area was redesigned and expanded to more effectively handle the influx of evidence routinely received at the Laboratory.



The Forensic Laboratory made other advances during the fiscal year including: annual ASCLD/LAB and quality control inspections were completed using an outside auditor from the Marshall University Forensic Science Center. "Best testing" protocols have been implemented in the Drug Identification Section and the backlog of unanalyzed cases is being gradually eliminated. The Questioned Documents Section has begun accepting and examining "impression" evidence (tire tread and footwear).

Laboratory personnel attended 37 specialized training events during the course of the year. These training events were used to develop technical skills and enhance the scientific abilities of Laboratory employees.

In the coming year, the renovations to the Firearm/Toolmarks Section and Drug Identification Section should be completed and the Laboratory will have the ability to create, store and maintain its records in a completely electronic format.

Medical Unit

The Medical Section of the West Virginia State Police is located at the Training Academy Complex in Institute, Kanawha County, West Virginia and is comprised of three civilians; one Registered Nurse, one medical billing expert, and one contractual physician. The section is charged with the duties of providing a variety of medical services for the Department which include the following:

- ◆ Providing medical treatment for minor ailments and injuries which occur within the student population at the State Police Academy.
- ◆ Coordinating the process for the physical examination of sworn personnel during annual in-service training.
- ◆ Maintaining individual medical files.
- ◆ Administration of the physical examination requirement of the cadet screening process.
- ◆ Review and processing of “line of duty” medical billing.

The Section also manages the Temporary Alternative Duty (TAD) program, which provides a means of obtaining some form of useful work from personnel who are unable to perform full police duties while recuperating from injuries or illnesses.

The Medical Section, in cooperation with the Legal Section, is responsible for subrogation claims made on behalf of the Department when another party is at fault in an automobile crash.

WEST VIRGINIA STATE POLICE MEDICAL UNIT FISCAL YEAR 2003-2004 EXAMINATIONS

In-Service Physical Exams	325
Cadet Applicant Physical Exams	125
Student Medical Clinic Visits	700
Flu Shots	430

EXPENDITURES FOR ON-DUTY ILLNESSES/ INJURIES FISCAL YEAR 2003-2004

Invoices Received:	\$390,594.01
Actual Amount Paid:	\$264,071.36



Personnel

The Personnel Section is responsible for the development and administration of personnel programs, records management, employment applications and processing, and the observance of State and federal employment regulations. The section maintains records including evaluations, assignments, promotions and retirement files of State Police personnel.

Testing for the 53rd Cadet Class ended in July with 63 candidates participating in the psychological interview and medical physical phases. 56 cadets were administered the oath of office and enlisted September 29, 2003.

Preparation for the 54th Cadet Class began in October. Recruiting advertisements were published in statewide newspapers and on the Internet from November through January. Recruiting posters were disseminated to all colleges and universities throughout West Virginia and media outlets were contacted announcing testing. State trooper applications and informational brochures were distributed to all State Police Detachments.



There were 1,119 applicants scheduled to participate in one of the eight test sessions held Monday through Thursday, January 26 – 29, 2004. To allow individuals to appear at the State Police Academy without an appointment, a special walk-on day was held Saturday, January 31, 2004. 151 applicants appeared and completed an employment application prior to testing.

Overall, 500 applicants participated in Phase I of testing for the 54th Cadet Class; 240 passed the physical ability test and advanced to the reading test. The Cadet Selection Board convened and approved all 240 applicants to continue through Phase II, the oral interview in February. Among the candidates appearing, the Cadet Selection Board advanced 184 applicants to Phase III of testing in March to participate in the suitability testing and online PHQ; 120 applicants then advanced to the background and polygraph phase of testing and 66 were among the final group approved for psychological interview and medical physicals in June. A Cadet Class of 41 is targeted for enlistment in August.

During the fiscal year, other office activities included computerizing 2004 General Knowledge Scores, verifying 2003 and 2004 evaluation scores and entering scores into the database, providing various information for reclassification and promotional purposes, completing personnel transaction forms, updating employee and applicant files, posting civilian jobs, submitting reports and meeting deadlines.

During the fiscal year, the number of members on active military duty has decreased from 25 in July 2003 to 16 as of June 30, 2004.

<u>FY 03-04 STATISTICS</u>	<u>SWORN</u>	<u>NON - SWORN</u>
Funded Positions 7/1/2003	666	360.5
Actual Manpower 7/1/2003	609	350
Actual Manpower 6/30/2004	628	346
Enlistments / New Hires	59	23
Re-Enlistments/Reinstate	5	1
Resignations:	19	23
Retirements:	21	6
Promotions	84	3
Transfers	243	2
Rank Reductions	0	0
Terminations/Dismissals	0	1
Reclass/Reallocations	172	19
Non-Duty Deaths	1	0
Line of Duty Deaths	0	0
Minority Males	10	1
Minority Females	1	4
White Males	601	116
White Females	16	225

Procurement

The Procurement Section is responsible for the acquisition and distribution of all goods and services integral to the day-to-day operations of the West Virginia State Police. In performing this task, every effort is extended to ensure that supplies, equipment and services obtained are of the highest quality available. Normally, these items are obtained either by statewide contracts or by means of competitive bids solicited from reputable vendors who are registered to do business with the State of West Virginia.

During the past year, the construction section made several advances that included the completion of the new Morgantown Detachment and putting it into full operation.

The Procurement Section forwarded to State Purchasing building plans for a new State Police Detachment in Rainelle. A pre-bid meeting was held on the Rainelle property that involved State Police Management, State Purchasing representatives and general contractors. The bid has been awarded and the goal is to have this building constructed by late 2004 or early 2005.

Normal renovations and maintenance at facilities throughout the State continued within budget allocations with a majority of the work being performed by State Police Construction and maintenance personnel. The purchase of 32 acres of the Shawnee Hills Property in Institute will expand the State Police Training Academy facilities. On this property is a 24 room dormitory, a 8,000 square foot classroom building, and an additional building that is being converted for a new K-9 Kennel. The State Police Construction section has been responsible for the repair and renovation of these facilities. The goal is to utilize the facilities for additional classrooms for the Training Academy by early 2005.

A total of 63 new 2004 Ford Crown Victoria Police Interceptors were received during the fiscal year. These vehicles were marked with the traditional blue and gold markings and light bars and distributed to the various troops located through out the State. These patrol vehicles replaced aging patrol vehicles being utilized in the State Police fleet. The Department also received 34 new Dodge Durango 4WD vehicles that were placed into service through out the various troops.

The Procurement Section received and filled 709 interdepartmental requisitions during the previous year and the printing section processed 204 requisitions that resulted in the production of 1,805,919 impressions. The graphic arts section completed 352 projects.



Traffic Records

The Traffic Records Section administers four State Police programs; Motor Vehicle Inspections, Motor Vehicle Crash Reports, Fatal Analysis Reporting System (FARS), and the Commission on Drunk Driving Prevention (CDDP).

Civilian inspectors assigned to Traffic Records supervise 1,808 Official Motor Vehicle Inspection Stations and 6,335 Inspector Mechanics throughout West Virginia. The section is responsible for distribution and accounting for all State inspection stickers sold to the State's inspection stations at a cost of \$1 per sticker. During the 2003-2004 sticker year approximately 1,550,000 stickers were sold.

Traffic Records archives all crash reports investigated by the West Virginia State Police and all fatal crash reports regardless of the investigating agency. The section is further responsible for the sale of these reports upon the request of attorneys, insurance companies and persons involved in the crash. In 2003, West Virginia State Police officers investigated 11,237 motor vehicle crashes.

The national FARS database includes all fatal traffic crashes within the fifty states, the District of Columbia, and Puerto Rico. Presently, the Traffic Records Section has one (1) FARS Analyst who codes ninety (90) different data elements in order to characterize various attributes of the fatal crash, vehicle, and persons involved for all fatal crashes occurring within West Virginia.

The section has the responsibility of overseeing the administration of all grant funding approved by members of the West Virginia Commission on Drunk Driving Prevention. This includes all training, equipment and educational materials related to the prevention and detection of Driving Under the Influence of Alcohol in West Virginia. The commission provides funding to the State Police's annual budget for the administration of this program.



HIGHWAY FATALITIES BY COUNTY

COUNTY	2002	2003
Barbour	2	4
Berkeley	23	20
Boone	9	9
Braxton	9	1
Brooke	1	4
Cabell	20	14
Calhoun	4	2
Clay	5	2
Doddridge	8	1
Fayette	11	10
Gilmer	2	1
Grant	4	6
Greenbrier	9	8
Hampshire	12	6
Hancock	2	2
Hardy	5	5
Harrison	15	16
Jackson	7	13
Jefferson	9	15
Kanawha	44	42
Lewis	5	9
Lincoln	6	6
Logan	9	7
Marion	6	9
Marshall	0	3
Mason	14	5
McDowell	8	8
Mercer	13	12
Mineral	11	7
Mingo	4	14
Monongalia	13	11
Monroe	5	4
Morgan	3	2
Nicholas	8	6
Ohio	4	8
Pendleton	4	0
Pleasants	1	1
Pocahontas	3	5
Preston	13	6
Putnam	12	13
Raleigh	20	15
Randolph	11	6
Ritchie	5	3
Roane	5	3
Summers	6	7
Taylor	2	1
Tucker	1	0
Tyler	1	0
Upshur	5	2
Wayne	7	10
Webster	8	2
Wetzel	3	4
Wirt	1	5
Wood	13	12
Wyoming	8	7
Total	439	394

Motor Vehicle Inspection Program

The West Virginia Motor Vehicle Inspection Program, which is administered by the Traffic Records Section of the West Virginia State Police, consists of an annual inspection of all motor vehicles registered in the State. Brakes, exhaust, steering, and other mechanical aspects of a motor vehicle are closely evaluated.

While imposing the responsibility and duty of annual inspection upon the motoring public, the West Virginia Inspection Program has also assumed certain obligations to the motorists. It assumes the normal obligations to ensure the program is responsible to public complaints and that it does, in fact, meet its stated objective of promoting public safety and welfare by eliminating mechanical defects in motor vehicles.

During the 2003-2004 reporting period, the Motor Vehicle Inspection Program (MVI) continued the civilianization process by hiring five (5) civilian MVI investigators to replace uniformed officers who retired or transferred into other uniformed positions. Compliance checks performed on motor vehicle inspection stations by civilian investigators and uniformed officers showed marked improvement from the previous fiscal year. Eight (8) laptop computers were purchased and distributed to each MVI Trooper Oversight Officer which will aid in continuing to improve internet access and enhance the MVI program.

STATISTICS FOR MVI IN WEST VIRGINIA July 1, 2003 through June 30, 2004

Total Vehicles Inspected	1,342,675
Cost of Vehicles Inspected	\$31,204,542.00
Average Cost Per Vehicle Inspected	\$23.24
Total Vehicles Rejected	17,629
Total Inspection Stations	1,796
Total Inspector Mechanics	6,152
New Stations Licensed	94
Stations Voluntarily Cancelled	102
Stations Suspended	56
Inspector Mechanics Suspended	61

REPAIRS, ADJUSTMENTS OR REPLACEMENTS MADE TO VEHICLES INSPECTED

Horns	1,815
Wipers	13,440
Mirrors	1,908
Brakes	35,035
Body	2,487
Steering	11,910
Exhaust System	13,383
Lights	59,885
Safety Glass	3,513
Tires	59,906
Vehicles Corrected	203,282

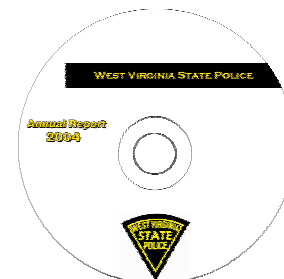
Commission on Drunk Driving Prevention

The Commission on Drunk Driving Prevention is required to develop and maintain a comprehensive program to prevent drunk driving; enhance the enforcement of laws defining drunk driving offenses; inquire and determine from State and local law enforcement agencies the availability and need for equipment and additional personnel for the effective enforcement of laws defining drunk driving offenses; provide grants to State and local law enforcement agencies to purchase equipment or hiring of additional personnel. The Superintendent of the West Virginia State Police is the chairman, Ex-Officio, of the Commission and a member of his staff is the Executive Director who oversees Commission activities.

During fiscal year 2003-2004, the Commission on Drunk Driving Prevention trained all law enforcement officers in the State on the updated Field Sobriety Training (FST) as required by the National Highway Safety Administration. The Commission, along with the Department of Transportation, entered into an agreement with Intoximeter Corporation to purchase 130 Intox EC/IR IIs to upgrade the alcohol breath testing equipment utilized by law enforcement agencies throughout the State. Commission personnel conducted training during the reporting period for the 188th, 199th and 120th Basic Police Classes and the 53rd Cadet Class on the Intoxilyzer 5000 CG/FG5. In addition, the 121st Basic Police Class and the 53rd Cadet Class received training on the new Intox EC/IR II. The Commission also continued training officers on the S-D2 and Alco-Sensor III Preliminary Breath Test Devices.

Grant funding in the total amount of \$146,440 was awarded and utilized for specialized training of city and county officers on the Intoxilyzer 5000 CG/FG5 and the new Intox EC/IR II, and included awards to six (6) city, county and State Police agencies for overtime costs toward the detection and apprehension of drunk drivers.

An automated CD duplicator was purchased by the Commission to be utilized in producing CD versions of the DUI training manuals and WV Criminal Code for dissemination to all law enforcement agencies.



Executive Services

Legal Section

The Legal Section of the West Virginia State Police consists of two attorneys, both of whom are Assistant Attorney Generals, a paralegal and a legal secretary. The full-time attorneys, who are housed within the Headquarters of the State Police in South Charleston, deal with a multitude of legal issues which range from civil to criminal.

In the past year, this section has been effective in reducing the backlog of grievance cases which have remained pending for as long as 4 years. The section handles all Circuit and Supreme Court appeals which arise from these cases, as well as handling any unemployment hearings resulting from employee or member terminations. The section also prepares written briefs or oral arguments on all civil or criminal appeals which directly affect the State Police, such as those pertaining to sexual offender registration, expungements and concealed weapons.

The Legal Section is responsible for assisting in teaching and researching issues for the West Virginia State Police. These areas include: search and seizure, laws of arrest, evidence, police power and authority and witness skills. In the witness skills program, the Legal Section, with the assistance of outside counsel, Assistant U.S. Attorneys, county prosecutors, and local public defenders, expose the Cadets to mock courtroom testimony, which includes rigorous cross-examination by these very experienced attorneys.

The Legal Section also provides instruction at all of the annual in-service training for State Police members. In this capacity, the Legal Section can update all members of pending or decided WV Supreme and U.S. Supreme Court holdings which impact law enforcement, as well as legal education on troublesome issues for the State Police which have arisen in the year preceding.

The Legal Section aids in the development of new policies and procedures, training for key personnel and answering both administrative and field questions which pertain to the Department. They have also been asked to speak at professional seminars regarding various legal issues of which they have expertise.

In addition, the attorneys answer a wide variety of legal questions from members in the field on a daily basis. The paralegal is responsible for responding to Freedom of Information Act (FOIA) requests and subpoenas from various agencies and litigants.

This Legal Section continued this year in the assumption of primary responsibility on some of the civil lawsuits filed against the Department. Historically, all of these lawsuits were assigned to outside counsel and handled exclusively by outside counsel through the entirety of the litigation. The section now actively participates in reviewing and monitoring all of the civil litigation. This has resulted in significant monetary savings to the State Police in regard to civil settlements and verdicts. Moreover, beginning within the last 4 months, the section has moved a step further and now appears as counsel of record on behalf of the Department on some civil cases. The State Police are hopeful that in a short time, this contribution can greatly reduce the enormous expense of retaining outside counsel in order to litigate civil matters on behalf of the Department.





Office of Public Affairs

The Office of Public Affairs exists organizationally within the general Headquarters administrative support structure and consists of one uniformed member who acts as the primary contact between the news media and the State Police and is responsible for the dissemination of information to the general public and media entities via the Internet, news releases, press conferences and briefings. The Public Affairs Officer acts as a liaison at the scene of crimes which generate extensive media interest, natural or manmade disasters, or other law enforcement related activities including presentations to civic groups, schools, colleges and community organizations reference topics of interest that enhance the cooperation of the State Police and the public.

The Office of Public Affairs was involved in publicizing the West Virginia State Police's involvement in numerous safety and public service campaigns at the end of the 2002 calendar year.

- ◆ In July 2003, this office assisted the West Virginia State Police Academy with the 8th annual Junior Trooper Academy. Photos were taken to record the event; a suspect identification was taught; and, a press release announcing the graduation was disseminated throughout the State.
- ◆ In August 2003, this office coordinated the efforts for the West Virginia State Police information booth at the West Virginia State Fair in Lewisburg. This office was responsible for maintaining the booth twelve hours a day for nine days. Trinkets were given away and at least one uniformed member was on hand to answer questions from the public.
- ◆ In September 2003, the Office of Public Affairs also facilitated events surrounding Public Service Recognition Week. Luncheons were organized by Troop Commanders statewide to honor their civilian employees. A picnic was held at Department Headquarters where games were played and food was served.
- ◆ In October, this office was involved in events such as the Black Walnut Festival in Roane County, teaching media relations to members of the 53rd Cadet Class, and participation in the Rehabilitant of the Year ceremony in Institute.
- ◆ On November 13, 2003, this office coordinated efforts for the participation in the statewide Read-to-Me-Day. Over 96 uniformed and civilian employees volunteered to read to children in schools across the State.
- ◆ The "State Troopers for the WV Needy" campaign kicked off on November 17, 2003. The campaign is part of a joint effort between the State Police and the Salvation Army to provide the less fortunate citizens of West Virginia an opportunity to have a joyful holiday season.
- ◆ The month of November ended with the State Police participating in three national highway safety campaigns.
 - November 17 – 30: Click It or Ticket
 - November 24 – 30: Operation ABC: America Buckles-Up Children.
 - November 26 – 30: Operation C.A.R.E.: Combined Accident Reduction Effort
- ◆ Highway safety was again the focus in December. The entire month of December is designated National Drunk and Drugged Driving (3D) Month. Operation Blue Light, designed to honor fallen police officers, is also recognized during the month.
- ◆ On December 19, 2003, Troopers in the Charleston area participated in the eighth annual Shop with a Cop.
- ◆ The State Police ended the 2003-year by focusing on the New Year's holiday during the IACP's Life Saver Weekend.
- ◆ In January this office was involved in recruiting effort for the 54th Cadet Class of the West Virginia State Police. A public service announcement was recorded for radio broadcast and the Public Affairs Officer actively participated in cadet screenings at the Academy on January 31, 2004.
- ◆ In March, the Public Affairs Officer was involved in several community relation events. A driver's safety talk was given to students at South Charleston High School; an informational booth was established at the Mason County Kids Expo in Mason County; the Public Affairs Officer attended an underage drinking prevention meeting in South Charleston.
- ◆ The Office of Public Affairs has been involved with in the preparation efforts for the West Virginia State Police 85th yearbook.
- ◆ In July, this office prepared and disseminated the Trooper Newsletter for the first six months of the year.



Professional Standards

The Professional Standards Section is the Superintendent's principle point of contact regarding the disciplinary matters affecting the State Police. It serves as a collection and dissemination point for all allegations of wrongdoing lodged against State Police employees, and ensures that the allegations are fairly and expeditiously investigated. It provides an avenue through which the public can have complaints addressed and through which the Superintendent can receive complete and accurate information when determining appropriate disciplinary action.

The operation of the Professional Standards Section is governed by West Virginia Legislative Rule 81CSR10. The rule addresses procedures for receiving and investigating complaints, employee rights, the early identification system, psychological assessment, and progressive discipline. The section maintains and administers the early identification system which tracks employees through the number of uses of force and complaints to determine if job stress and/or performance problems exist. The section administers both the uniformed and non-uniformed employee grievance procedures. This section is also charged with the collection and analysis of vehicle stop data information. In addition, the section's members conduct inspections of State Police owned, leased, or maintained facilities, equipment, and personnel to ensure compliance with State Police Policy and Procedure.

The Professional Standards Section is supervised by a section director who holds the rank of captain and answers directly to the Superintendent. The section is staffed with two investigators and a secretary at Department Headquarters and an inspector at each troop headquarters who perform investigations and inquiries on behalf of the section. Investigations and inquiries are reviewed by the section for thoroughness, correctness, and completeness before being submitted to the Superintendent for closure.

The Superintendent closes all allegations in one of six ways: Sustained, Not Sustained, Unfounded, Exonerated, Policy Failure, or Withdrawn. During fiscal year 2004, the section received and investigated 343 complaints involving 363 allegations of misconduct. A complaint may allege more than one act of misconduct or additional acts of misconduct may be uncovered during an investigation. The accompanying chart illustrates the adjudication of those allegations.

Complaints are accepted from any source, whether made in person, by mail, or over the telephone. They originate externally from citizens and internally from employees or the State Police Accident Review Board, which determines if an employee should be charged with an administrative violation for a vehicle crash involving a department vehicle. In fiscal year 2004, 65 percent of the complaints were received from citizens and 35 percent were received from within the Department.

During fiscal year 2004, there were 17 grievances filed by uniformed employees and three grievances filed by non-uniformed employees. Eleven of the uniformed employee grievances have been adjudicated along with three non-uniformed employee grievances. Of the 11 uniformed employees grievance adjudicated, three were decided in favor of the grievant and eight in favor of the Department. One non-uniformed employee grievance was decided in favor of the grievant and the other two were withdrawn.

This section also closed 16 grievances during this time period which were filed prior to July 1, 2003. Fifteen member grievances were closed, 10 in favor of the grievant and five in favor of the Department. One civilian grievance was closed in favor of the grievant.

The Internal Review Board is charged with reviewing information from the early identification system. The Board met on two occasions and reviewed the actions of the employees who received two or more complaints or used force three or more times during a quarter. The Board reviewed the actions of fourteen employees who had two or more complaints and five employees who used force three or more times. The Board also met to review the use of deadly force by members involved in three incidents, concluding that the actions of each member conformed to State Police Operational Policy and Procedure governing the use of deadly force.

The section continues to collect and analyze Vehicle Stop Data Forms to provide indication of racial profiling or discriminatory practices. This Section prepares a bi-annual report of racial profiling statistics. This report revealed 94% of the people stopped were white, 4% black, and 2% other minorities or unknown.

Allegations and Dispositions July 2003 to June 2004

Sustained	132	36%
Not Sustained	68	19%
Unfounded	56	15%
Exonerated	68	19%
Policy Failure	0	0%
Withdrawn	16	4%
Pending	23	7%
Total	363	100%

West Virginia State Police

AWARDS

MEDAL OF VALOR

SR. TPR. F. H. BARLOW



MERITORIOUS SERVICE MEDAL

SGT. R. D. CARSON
SGT. G. L. MENENDEZ
SGT. C. F. TRADER
SR. TPR. C. A. BLEVINS
SR. TPR. A. R. CLEVINGER
SR. TPR. R. M. HOGAN
SR. TPR. S. P. OWENS



PURPLE HEART MEDAL

SR. TPR. F. E. HOLCOMB



MEDAL FOR LIFESAVING

SR. TPR. M. R. CAMDEN



Directory

<u>Detachment</u>	<u>County</u>	<u>Phone</u>
Beckley	Raleigh	256-6700
Berkeley Springs	Morgan	258-0000
Bridgeport	Harrison	627-2300
Buckhannon	Upshur	473-4200
Charles Town	Jefferson	725-9779
Clay	Clay	587-2201
Elizabeth	Wirt	275-8961
Elkins	Randolph	637-0200
Fairmont	Marion	367-2701
Franklin	Pendleton	358-2200
Gauley Bridge	Fayette	779-2161
Gilbert	Mingo	664-3950
Glenville	Gilmer	462-7101
Grafton	Taylor	265-6101
Grantsville	Calhoun	354-6334
Hamlin	Lincoln	824-3101
Harrisville	Ritchie	643-2101
Hinton	Summers	466-2800
Hundred	Wetzel	775-4488
Huntington	Cabell	528-5555
Jesse	Wyoming	682-4717
Keyser	Mineral	788-1101
Kingwood	Preston	329-1101
Lewisburg	Greenbrier	647-7600
Logan	Logan	792-7200
Madison	Boone	369-7800
Marlinton	Pocahontas	799-4101
Martinsburg	Berkeley	267-0001

<u>Detachment</u>	<u>County</u>	<u>Phone</u>
Mason County	Mason	675-0850
Moorefield	Hardy	257-1411
Morgantown	Monongalia	285-3200
Moundsville	Marshall	843-4100
New Cumberland	Hancock	564-3854
Oak Hill	Fayette	469-2915
Paden City	Tyler	455-0913
Parkersburg	Wood	420-4600
Parkway	Beckley Office	256-6786
Parsons	Tucker	478-3101
Philippi	Barbour	457-1101
Princeton	Mercer	425-2101
Quincy	Kanawha	949-3136
Rainelle	Greenbrier	438-3000
Richwood	Nicholas	486-6510
Ripley	Jackson	372-7850
Romney	Hampshire	822-3561
South Charleston	Kanawha	558-7777
St. Marys	Pleasants	684-7101
Spencer	Roane	927-0950
Summersville	Nicholas	872-0800
Sutton	Braxton	765-2101
Teays Valley	Putnam	757-1101
Union	Monroe	772-5100
Wayne	Wayne	272-5131
Webster Springs	Webster	226-3200
Welch	McDowell	436-2101
Wellsburg	Brooke	737-3671
Weston	Lewis	269-0500
West Union	Doddridge	873-2101
Wheeling	Ohio	238-1100
Whitesville	Raleigh	854-0101
Williamson	Mingo	235-6000
Winfield	Putnam	586-2000

Notes

Visit us on our website at:
www.wvstatepolice.com

For Questions or Comments regarding this report, contact the Planning & Research Section at (304)746-2265



HONOR ROLL

MEMBERS KILLED IN THE LINE OF DUTY

PVT. ERNEST RIPLEY	NOVEMBER 18, 1920
PVT. CHARLES KACKLEY	MAY 25, 1921
PVT. WILLIAM McMILLION	JUNE 28, 1921
PVT. GEORGE DULING	JULY 12, 1921
PVT. HOWARD DEEM	JUNE 3, 1922
PVT. JAMES SHREWSBURY	JULY 12, 1923
PVT. ULRIC V. CRAWFORD	JUNE 20, 1924
PVT. THEODORE R. MEADOWS	APRIL 17, 1926
PVT. JAMES L. LOWE	JUNE 26, 1926
PVT. BLAKE A. MICHAEL	MAY 1, 1927
PVT. ARZA ALLEN	NOVEMBER 1, 1928
SGT. WILLIAM HALL	OCTOBER 19, 1930
TPR. FARLEY K. LITTON	NOVEMBER 8, 1935
TPR. FRANKLIN D. PATRICK	AUGUST 26, 1937
TPR. ALLEN HENRY BENNETT JEFFREYS	JULY 16, 1939
SGT. NEWTON TRESSEL SITES	SEPTEMBER 2, 1942
TPR. BURR WHITE HARRISON	DECEMBER 3, 1945
SGT. JOSEPH PIERCE HORNE	SEPTEMBER 9, 1946
CPL. ARTHUR MARTIN HURST	JUNE 17, 1949
TPR. ROBERT FRANK RULONG	FEBRUARY 10, 1958
CPL. HARRY EDSSEL ROBINSON	NOVEMBER 27, 1962
CPL. WILLIAM JOSEPH SHREWSBURY	SEPTEMBER 28, 1963
TPR. ROBERT BALL NOECHEL	NOVEMBER 1, 1965
TPR. HUGH DONALD SWARTZ	OCTOBER 5, 1970
TFC. THOMAS DEAN HERCULES	JANUARY 12, 1977
TPR. CHARLES HENRY JOHNSON	JANUARY 12, 1977
TPR. BRUCE THOMPSON BROWN	OCTOBER 14, 1977
CPL. DEWEY COLEN SHREWSBURY	OCTOBER 25, 1978
TPR. PHILIP W. KESNER	NOVEMBER 7, 1979
CPL. CARLEN BILL STONE	DECEMBER 16, 1982
TPR. HARRY GLENN LUCAS, JR.	SEPTEMBER 12, 1984
TPR. JONATHAN DAVID HARRIS	JULY 11, 1985
TPR. WILLIAM HAROLD "BILL" PHILLIPS	JULY 30, 1987
TFC. JAMES THOMAS BRAMMER	APRIL 15, 1989
SR. TPR. LARRY GENE HACKER	APRIL 9, 1993
2/LT. CHARLES MATTHEW TURNER	APRIL 4, 1996
SR. TPR. DOUGLAS WAYNE BLAND	JANUARY 19, 1999



2004 Annual Report