

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# Onsite Final Report

**The City of Monroe Police Department  
July 14-15, 2021**

**Team Leader: David Livingston**

**Team Member: Matthew Ivory**

**A. Agency Name, CEO and AM:**

The City of Monroe Police Department  
100 East. Second Street  
Monroe, MI 48161

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Chief of Police

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**B. Dates of the On-Site Assessment:**

Wednesday, July 14, 2021 – Thursday, July 15, 2021

**C. Assessment Team:**

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**D. Community and Agency Profile:**

1. **Community Profile**

**City History**

Founded in 1785 and incorporated in 1817, the City of Monroe is a customer service-oriented Michigan municipal corporation that delivers a range of quality services to its

20,700 residents. The City is located along the banks of the River Raisin and Lake Erie in Monroe County, with Frenchtown Township, Monroe Township, LaSalle Township, and Raisinville Township surrounding it. The City also serves as the governmental seat for the County of Monroe.

The historic small-town character of the city is apparent in the land development pattern, which had its roots in the long, narrow lots known as French Ribbon Farms. Most streets form a grid approximately parallel to Lake Erie, which was created when the downtown was first platted. Residential areas include many homes constructed in the late 19th and early 20th centuries.

Mixed commercial and residential uses are closely integrated near the downtown. Front Street and Monroe Street, which intersect on the south side of the River Raisin in the heart of downtown, provide a variety of opportunities to address for commercial, office, and residential needs.

Monroe is served by I-75, US-24, M-50, and M- 125. I-75 provides connections to the entire interstate highway system. Monroe's transportation linkage is very important to the local economy, particularly in the area of tourism development.

The community is also well served by rail. Three railroads (CSX Transportation, Norfolk Southern Railway Company, and Canadian National Railway) run diagonally through town on north-south routes. Though rail access is not as important as it was in earlier years, the rails have been vital in the development of the area. Major industrial facilities in partnership with the Port of Monroe such as Gerdau Steel, Ventower, and DTE Energy continue to use the rail lines.

Monroe Custer Airport provides service to private aircraft with a 5,000-foot runway. Custer Airport is classified by the FAA as a Class A General Aviation airport in the regional air traffic system.

Lake Erie Transit (LET) provides public transportation to the community. LET provides bus service in and around the city of Monroe and connects the city with the townships of Frenchtown and Monroe. An ETS/ADA service provides transportation for senior citizens and persons with disabilities in the city and a large portion of Monroe County.

The City of Monroe is one of the most historic cities in Michigan as the third oldest community in the state. Its location on the west shore of Lake Erie and the River Raisin made it a natural crossroads for the Native Americans and later the French missionaries and fur trappers who settled here.

Originally called Frenchtown, the settlement found itself caught between the British Army, Native American, and the U.S. forces during the War of 1812. The U.S. forces including the Kentucky militia pushed the British Army back into Canada. Four days later the British counterattacked and 300 Americans were killed – making the Battle of the River Raisin the single most deadly battle for the U.S. in the war. "Remember the Raisin" became the

American rally cry of the war after Indian allies of the British killed another 100 injured soldiers who were unable to retreat after the counterattack.

Well known as the home of Gen. George A. Custer, and the World Headquarters of La-Z-Boy Incorporated, Monroe also has three National Register of Historic Places historic districts: St. Mary's Church Complex Historic District, built between 1835 and 1839; the East Elm – North Macomb Street Historic District, with houses dating from the 1820s to the 1920s; and the Old Village Historic District, which was platted in 1817.

Monroe also boasts six National Historic Sites, as well as six sites in Michigan's State Register of Historic Places. In addition to the historic sites and war memorials, there are 60 historic markers in the River Raisin Heritage Corridor project area. Monroe is also home of the River Raisin National Battlefield Park, established as the 393rd unit of the United States National Park Service on March 30, 2009. It officially began operation as a national park unit on October 22, 2010, and, of the four National Battlefield Parks in the country, it is the only one marking a site of the War of 1812.

## **2. Agency Profile**

The Monroe Police Department has over 175 years of history and proud service to the citizens of Monroe. Created in 1837, the Monroe Police Department constantly strives to maintain the highest possible level of service. With modern technology and innovative training, the Monroe Police Department continues as a leader in the law enforcement community.

From its beginnings in 1837, the Monroe Police Department has grown to a staff of 40 sworn officers with 10 civilian support personnel. Civilians are utilized to maintain records, parking enforcement, computers, and management of the patrol vehicles.

In 2010, the Monroe Police Department began the transition to a Public Safety Department sending twelve officers to the fire academy. The first ever-Public Safety Officers officially began duty on August 24, 2011. In April 2012, another 13 officers successfully completed the fire academy. Today, all Sworn Officers are cross-trained as Public Safety Officers.

The Monroe Police Department serves the City of Monroe through multiple divisions and units, including:

- Road Patrol Division
- Detective Bureau
- Administration Division
- Special Response Team (Multi-jurisdictional)
- Monroe County Dive Team (Multi-jurisdictional)
- Monroe County Narcotics Team (Task Force)
- Evidence Technician Unit
- Major Crimes Unit
- Accident Investigation Team

**The Monroe Police Department is comprised of the following:**

Public Safety Administration

Chief of Police  
Administrative Captain  
Training  
Professional Standards Lieutenant  
Detective Lieutenant  
Detectives  
Court Officer  
School Resource Officer  
Chaplain Program  
Records Supervisor  
Records Clerks  
Parking Officer  
Cadet Program

Patrol Bureau

Day Shift Captain  
Day Shift Lieutenant  
Midnight Shift Captain  
Midnight Shift Lieutenant  
Public Safety Officers

**3. CEO Biography**

**Chief of Police – Charles McCormick IV**

Chief Charles F. McCormick IV began his career with the City of Monroe Police Department in December of 1996. He served as a Patrol Officer and Narcotics Detective before being promoted to the rank of Sergeant in 2009, serving as a Community Services Sergeant. In 2011 he transitioned to a Road Patrol Supervisor position. In May of 2015, he was promoted to Deputy Chief of Police and again promoted to Chief of Police in December of 2015.

Chief McCormick was born and raised in Monroe, MI. After graduating from Monroe High School in 1991, he enrolled at Eastern Michigan University, where he studied Criminal Justice.

In August of 1994, he attended the Washtenaw Community College Police Academy, graduating in December of 1994. Chief McCormick then began his law enforcement career as a police officer with the Pittsfield Twp. Police Department in June of 1995.

Chief McCormick graduated from Michigan State University's School of Staff and Command, an intensive executive leadership program in 2009. In 2010, he graduated from the Monroe County Fire Academy and was certified as a Firefighter I & II levels. Chief McCormick received the FBI's LEEDA Trilogy Leadership Award in 2019. Chief McCormick received his Bachelor's Degree in Public Safety Administration from Siena Heights University in 2019.

Chief McCormick is a member of numerous law enforcement professional organizations, including a district delegate for the Michigan Association of Chiefs of Police. He is the Monroe County Chiefs of Police Association chairman and chairman of the Monroe County 911 Board.

Chief McCormick is a third-generation police officer, all of whom have continuously served the City of Monroe Police Department since 1950. Chief McCormick is married to his wife, Jennifer, together they have a son, Charles F. McCormick V.

#### **4. Accreditation Manager Biography**

##### **Captain Tyler Dickerson – Accreditation Manager**

Captain Tyler Dickerson began his career with the Monroe Police Department in June of 1997, working road patrol for nine years. In 2006, he was moved to Youth Bureau Detective. Six years later, he was promoted to Road Patrol Sergeant, and finally to Captain in 2017.

Captain Dickerson was born and raised in Dundee, Michigan. He attended Monroe County Community College & Washtenaw Community College pursuing Criminal Justice, receiving an Associates Degree. Captain Dickerson attended Washtenaw Police Academy in the spring of 1996, after which he began his career in law enforcement at Erie Township Police and South Rockwood Police in May of 1996.

During his career here in the City of Monroe, Captain Dickerson completed the Monroe Fire Academy in 2010, becoming certified in Fire Fighter I & II. He also attended Eastern Michigan University Staff & Command training in 2016.

Captain Dickerson's current roles in the Monroe Police Department include Lead Firearms Instructor and Field Training Coordinator. He has been a member of the Monroe County Special Response Team since 2001 as an operator, sniper, and sniper team leader.

Tyler has been married to his wife, Carrie Dickerson, for 22 years and together they have two daughters; Miranda and Claire.

#### **5. Future Issues**

There were several issues of concern for the future of the department that were discussed during this assessment.

1. **New Building:** The Monroe Police Department leases space in a building operated by the Monroe County Sheriff's Office. The two departments have been sharing the same building for a number of years. Although there are certainly advantages with sharing a building, there are also issues that have come up regarding repairs and needed space. The department is in need of a newer facility that will accommodate their growing needs and will allow them to upgrade technology to meet current and future demands. As it stands now, the police department has to request to have repair work done through the Monroe County Sheriff's Office, since the building actually belongs to the Monroe County Sheriff's Office.

The fire department recently opened a new fire station and it is hoped that at some point in the future, the police department can get a newer facility as well.

2. **Public Safety Officer Issue:** The department has many sworn officers, including the Chief of Police, who are trained firefighters as well. Currently there is an issue within the City of Monroe regarding a clear division between the fire department and the police department with regard to the Public Safety Officer status of the police officers. Part of the issue is that even though police officers have been trained as firefighters, the fire department was still hiring fire fighters. The city council just recently voted to proceed with a restructuring of the police department to include a new Public Safety Director to steer the department in the direction of a true Public Safety Department. It is hoped that the divisive issues can be resolved to a workable solution in the near future.
3. **Recruitment and Retention:** Another challenge deals with recruitment as well as retention of officers. Although the department has made every effort to recruit more candidates that will allow them to hire individuals that reflect the diversity of their community, there are not a lot of qualified candidates entering the police field at the present time. This is a challenge that the Monroe Police Department takes seriously and hopes to improve upon in the future. As stated earlier, the department currently has two officers of diverse backgrounds in the FTO program, they are hopeful to hire and develop a more diverse work force in the near future. As with a lot of police departments today, it is sometimes difficult to keep people on the department when other departments pay more or have some other incentive(s) that makes leaving Monroe more attractive. Pay and other incentives need to be explored in order to retain officers.

#### **E. Public Information Activities:**

Public notice and input are cornerstones of democracy and the Michigan Law Enforcement Accreditation Commission (MLEAC) process. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the commission that otherwise may be overlooked.

## **1. Telephone Contacts**

The public telephone line was active on Thursday, July 15, 2021, from 9:00 a.m. to 11:00 a.m. The telephone line was tested, found to be functional, and five calls were received:

Carl Rock – Monroe Community Ambulance 734-649-9078

Mr. Rock has been associated with the workings of the Monroe Police Department for the 17 years he has worked for Monroe Community Ambulance. Mr. Rock said that since 2010, the Monroe Police Department has made great strides at being a more professional agency. He credits Chief McCormick with much of this. His professional relationship with Chief McCormick has been fantastic and the level of professionalism by the officers has been very good. Mr. Rock wishes the Monroe Police Department the best during the accreditation process.

Anthony Webb – Citizen 734-497-6213

Mr. Webb has been associated with the the Monroe Police Department as an active community member for over 20 years. He has developed a rapport with the officers and especially with Captain Tolstedt. He was a member of the Traffic Safety Commission and he thought the response time by officers has been very good.

Mr. Webb said he has a lot of respect for the Monroe Police Department and has been a strong proponent of the department. Their community relations has improved over the years with the recently developed Community Engagement officer who spends time in low income crime areas as a resource to those who live in the area. Mr. Webb stressed the need for officers to get back to knowing their community.

Overall, Mr. Webb indicated the Monroe Police Department is doing a great job.

Nancy Wayne 734-770-9243

Ms. Wayne is the Executive Director fo the Housing Commission. She indicated that the City of Monroe has a wonderful police department. The department has stepped up efforts in the community with extra patrols and bike patrols in an effort to successfully deter drug activity in the low income housing areas of the city. She also credits a quick response from officers in this effort as well. She will usually put in a request for help to the Mayor's Office and that request goes to the Chief of Police and on down the line in a quick and efficient manner.

Ms. Wayne describes officers as respectful, professional people who are respected and appreciated by most of the citizens of the city and we appreciate their efforts.

Joy Langton 734-735-7117

Ms. Langton is a private citizen who owns a restaurant in the city.



She has had numerous dealings with the police department over the years. If she has had any problems, the police have been quick to respond. Sometimes they will write their reports in their cars while parked in the lot of her restaurant as a way to keep a presence in the area and that makes her feel safe. This is greatly appreciated. The officers are always respectful of her.

She has nothing negative to say about the department. The officers are professional and do an excellent job.

Tim McAfee

734-847-6692

Mr. McAfee claims that the City of Monroe Police Department violated his rights during an incident at a jazz concert where he claims he suffered permanent kidney damage. Mr. McAfee went on to state he has a multi-million dollar lawsuit he is about to file against the department.

Mr. McAfee also went on to describe a multitude of issues that have befallen him over the years, none of them involving the police department. It appears he was using the accreditation phone line as a forum to make a case for his lawsuit.

Needless to say, Mr. McAfee had nothing to say regarding the accreditation process.

## **2. Correspondence**

The assessors received zero email correspondence regarding the accreditation process:

## **3. Media Interest**

There were no inquiries from the media to assessors regarding the on-site.

## **4. Interviews**

*Monroe County Sheriff Troy Goodnough*

The Monroe Police Department shares a joint law enforcement building with the Monroe County Sheriff's Office. Assessor Ivory was able to sit down the Monroe County Sheriff, Troy Goodnough, in his office. Sheriff Goodnough advised that the working relationship between the Sheriff's Office and the Monroe Police Department is great. Sheriff Goodnough stated that each agency backs the other both on the road and on specialized units. Sheriff Goodnough stated he believes highly in collaborations and as such, he has asked the Monroe Police Department to embed some of their officers on the County Specialized Teams. Sheriff Goodnough stated there are Monroe Officers on the SWAT Team, Dive Team, Marine Unit, and they are working on an MOU for the Arson Investigations Unit.

Assessor Ivory asked Sheriff Goodnough if he believed in the accreditation process. Sheriff Goodnough stated he definitely believed it was a good process and would soon be in the planning stages of working through accreditation.

Sheriff Goodnough said Chief McCormick is a good ally and runs the police department fairly. He also stated Chief McCormick is typically present for City Council meetings and does a fantastic job of explaining the good works that the city police department is doing.

When asked what the future struggle will be for the police department, Sheriff Goodnough stated that he believes it will be budgetary, as well as recruitment. Sheriff Goodnough stated that DTE has recently made a push to have their taxes lowered. He stated that DTE is the biggest tax base in the city and it will be tough to operate without those funds. He said that recruitment, in general, as well as the recruitment of minority candidates is extremely tough currently. He advised that he does not know the answer to the problem, however he believes that it will be an ongoing issue for many years to come.

#### *City of Monroe Mayor Robert Clark*

Mayor Clark had nothing but good things to say about Chief McCormick and the City of Monroe Police Department. He called Chief McCormick a great Chief and he recognizes how much things got better after Chief McCormick took command of the department. The mayor is all for with the accreditation process and looks forward to the continued good working relationship the city administration has with the police department.

#### *Detective Chris Nelson – Juvenile cases.*

Detective Nelson has worked for the Monroe Police Department for nine years. He believes the accreditation process is good for the department and can only add an even higher level of professionalism to the department.

Detective Nelson would like to experience as much as he can within the department in terms of working various assignments because he has a personal goal to become a command officer in the future. He is already a Field Training Officer, an Accident Investigator and a member of the Honor Guard and would like to use those experiences to help achieve his goal.

#### *Chaplain David Edwards*

Chaplain Edwards is a member of the Monroe Police Department Chaplain Corps. There are several denominations of faith represented by a number of Chaplains in the corps. The chaplains do a variety of work to assist the department on a community level as well as for officers on the department. The program was started in 2019 as a means for having someone available to help officers through situations. To be able to listen and guide officers through stressful circumstances that present themselves on a daily basis to law enforcement officers. For example, if there is an officer involved shooting, the Chaplains are quick to respond to the community as well as to the officer involved in offering a peaceful venue for those who may be critical of the events that led to the

shooting, and to offer the officer some comfort in dealing with the stresses associated with such a tragic event and the aftermath that may follow.

The project has met with much success and the community has embraced the practice and social media has also recognized the importance of their service to the community and to the department.

Chaplain Edwards heads up the Critical Stress training for the department. He has also been sought out to preside over weddings for a number of officers on the department.

## **5. Agency Ride-along**

On Wednesday, July 14, 2021, Assessor Matthew Ivory rode with Officer Shawn Kotsch. Officer Kotsch's attire was representative of what road patrol officers wear while on duty. He wore the required bullet resistant vest. His uniform was neat and clean and his officer presence was very apparent. Officer Kotsch recently transitioned to the day shift, working 0600 hrs. to 1800 hrs.

Upon entering Officer Kotsch's patrol vehicle, Assessor Ivory noted that the car was extremely clean and appeared to be properly stocked with necessary equipment.

Officer Kotsch has worked for the Monroe Police Department for approximately four years. Prior to that he worked full-time for the Dundee Police Department. Officer Kotsch advised that next to the Chief of Police in Dundee, he was the only full-time officer for the city and was actually assigned out to the DEA Task Force in Detroit. Officer Kotsch advised that prior to his police service, he was in the United States Army.

Officer Kotsch advised that he loves working in Monroe and knows he will spend his career in the department, ultimately retiring out of the agency. Officer Kotsch spoke highly of the agency. Officer Kotsch stated there is a great working relationship between the command staff and line level officers. He advised that frequently, command officers check on their people and will attend off-duty functions with them, which provides for a good "family feeling". Officer Kotsch also spoke highly of Chief McCormick, stating that he knows everyone in the agency and is quick to recognize the accomplishments of his employees.

Officer Kotsch and Assessor Ivory toured the entire city, hitting main points such as the DTE power plant, downtown historical area, and main intersections. Officer Kotsch pointed out high crime areas on the east side of the city. He explained various prior offenses that have occurred there such as shootings and robberies. Officer Kotsch advised that this summer, the officers are making a huge effort to reconnect with the citizens in that area in order to try to quell the crime problem.

During the three hour time frame that Officer Kotsch and Assessor Ivory rode together, they weren't assigned any calls and Officer Kotsch spent a majority of the time conducting high visibility patrols on the east side.

During the ride-along, Assessor Ivory asked Officer Kotsch for his opinion of the future challenges facing the Monroe Police Department. Officer Kotsch advised that he believed it would be recruitment and retention of officers.

Officer Kotsch was professional, polite, and courteous during the entire ride-along. Assessor Ivory had no belief that Officer Kotsch was scripted at all or was answering in a rehearsed or forced manner.

On Wednesday, July 14, 2021, Assessor David Livingston participated in a ride along with dayshift officer, Josh Sawdy. Officer Sawdy is a four year veteran of the Monroe Police Department after spending one year as a police officer for the City of Detroit Police Department.

Officer Sawdy loves working with the Monroe Police Department and he is hopeful to be one of the next batch of officers chosen to go to Field Training Officer training. His ultimate goal is to get as much experience as he can before possibly moving into a command officer position some day.

Officer Sawdy received three calls for service during the three hours we were together. All of them were minor incidents and Officer Sawdy's contact with the complainants was very professional and empathetic to their concerns.

Officer Sawdy was very professional in his manner of dealing with the public. He proudly wore his uniform.

He said that the accreditation process is only going to help the department's reputation as being a professional police agency.

## **6. Community Involvement**

As well as serving as the backdrop for many events, Downtown Monroe is home to the Monroe County Historical Museum, the River Raisin Centre for the Arts,

The Monroe County Labor Museum, the Dorsch Memorial Library, and wonderful dining, shopping and entertainment venues.

Historic Downtown Monroe, the focal point of the City, offers residents and visitors a charming respite from the rush of daily life. Here you will find a small town feel, complete with a traditional town square. The area includes commercial, office, residential, institutional and public uses.

One of the Downtown's greatest assets is its historic architecture. Downtown buildings were constructed between 1860 to 1930, and provide unique commercial and living spaces. The storefronts and upper floors are occupied and attract residents to shop and dine locally.

In 2021, downtown Monroe promises to be a state and nationally recognized vibrant and walkable area for everyone to enjoy.

The Monroe Police Department is active in the community on a number of fronts including working the annual 4<sup>th</sup> of July fireworks and the annual Christmas parade.

The Monroe Police Departments' Captain Chad Tolstedt indicated they are looking at the possible development of a Citizens Academy in the future to help residents realize what police officers go through in terms of training and interaction with the community. He also indicated ongoing plans to continue on with their annual community picnic event.

The department also hosts several other community programs including the RedMed where residents can dispose of unwanted or expired drugs.

## **F. Essential Services:**

### **Chapter 1 – The Administrative Function:**

#### **Direction of Personnel**

The Chief of Police has the sole authority to issue, modify, and approve agency written directives. The agency utilizes PowerDMS to create, distribute, and update policies. The overall written directive system was clear and understandable. The directives were constructed in a logical manner with employee duties and responsibilities clearly defined, including constraints on employee actions and expectations.

#### **Fiscal Control**

The agency has no cash accounts in the department. They maintain no cash drawers, no bond books, and no petty cash. All purchases for the department of a small nature are conducted through the use of department credit cards. All obtained records are paid for at the City Treasurer's Office. All bond is paid at the Sheriff's office, which is connected to the City Police Department.

#### **Internal Affairs**

The internal affairs responsibility is overseen by Chief McCormick. He is responsible for the internal investigation function of the agency, however the actual investigations are completed by a command officer of his choosing. The agency will accept and investigate all complaints, even those made anonymously. Complaints coming to the agency from intoxicated persons are accepted at the time of report, however, they are then followed up the next day to obtain clarification from the complaining citizen. The agency receives informal and formal complaints both in writing and when the complainant refuses to reduce the complaint to writing. All complaints are logged into the Blue Team System and then tracked through the use of IAPro Early Warning software. Upon completion of the investigation, the complaints are forwarded to the Chief of Police and the complainant is notified of the outcome. The investigating officer of any complaint has direct access to

the Chief of Police during the investigation process. At the completion of the year, there is a documented annual analysis of all complaints.

In 2020, there were eight complaints which accounted for administrative investigation. Two were from citizens, both of which were unsubstantiated. The remaining six were all interval investigations for issues such as missed court, absent without leave, failing to activate body cameras, etc. Nothing rose to the level of unpaid suspension or termination. Most were handled with verbal and written counseling.

### Disciplinary Procedures

The agency's written directive system details the rules, regulations and expectations for employee conduct. Supervisors have discretion to place employees on administrative leave when it is in the best interest of the individual or department. The agency is well-disciplined and has procedures to apply training and counseling in lieu of punitive employee discipline. The agency has an appropriate appeal and grievance process in place with established timelines. There were no appeals and no grievances filed in matters of discipline or corrective action during the accreditation period.

### Organization

All sworn personnel take, sign, and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States, the Constitution of the State of Michigan, and the rules and regulations of the City of Monroe. All agency personnel acknowledge a code of ethics and receive ethics training. This includes both sworn and non-sworn personnel. Bias-influenced policing is strictly prohibited by the agency. There is a clear definition for bias-influenced policing, including but not limited to race, mistreatment of individuals based on ethnic background, national origin, gender, sexual orientation/identity, religion, economic status, age, cultural group, or any other identifiable characteristics.

The agency also prohibits unlawful workplace discrimination and harassment, including sexual harassment. The City of Monroe harassment policy as well as the Monroe Police Department's written directive outlines a proper reporting mechanism in the chain of command, including an alternate reporting process for any conflict of interest. The directives require employees to report any type of harassment and requires investigations to be conducted in accordance with state law. There were no reported incidents of workplace harassment during the assessment period.

There is a structured unity of command. In the Monroe Police Department, the Chief of Police is supported by three captains. Two captains are assigned to oversee the day shift and the night shift. The third Captain oversees Administration. The Monroe Police Department currently has forty sworn personnel and ten civilian personnel. There are six lieutenants, four of which oversee patrol platoons, one who is assigned to oversee the Detective Bureau, and one in charge of Professional Standards. The Department currently has one School Resource Officer and one road officer who is assigned to Community Engagement. The agency also has access to supervisory personnel on a 24-

hour basis; there is always a supervisor on-duty. In the absence of the Chief of Police, the Chief will assign one of the Captains to be in command of the department.

### Agency Equipment and Property

Agency personnel are responsible for all equipment issued to them or physically under their control. It is the responsibility of the employee to maintain all law enforcement-related equipment in an operational state and report any malfunctions, damage, or loss of equipment immediately to their supervisor. The wearing of body armor is mandatory for all sworn personnel assigned to the patrol function, and there are additional requirements to wear body armor while engaged in pre-planned and high-risk operations. All sworn personnel are responsible for the maintenance of agency-issued equipment.

### Media Relations

The responsibility and authority for the release of information to the media is granted to the Administrative Captain, however shift supervisors are responsible for the preparation of news releases for unusual incidents that occur during their shifts.

The designated PIO shall serve as the liaison to all media outlets at the scene of critical incidents.

The policy also states that the Chief of Police has the final approval for all news media press releases.

### Agency Records and Computers

The agency has a detailed written directive system describing field reporting, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords. There are no hard copies of reports kept at the police department. All documents are scanned and attached the files electronically and then shredded. Juvenile records are kept separate with the juvenile detective and are locked at all times when not in use. There are extra security measures for non-public personnel records, which are kept under lock and key in the Human Resources Department at City Hall. All freedom of information requests are handled by the Records Department in accordance with FOIA law. The agency abides by the state retention and disposal requirements in accordance with Michigan Statute and Records Management.

The agency has procedures to protect its central records. The data is stored and backed up electronically and is password-protected. Monroe County IT oversees security and backup of central records. Annual security audits and password audits were performed during the assessment period and information was given to Monroe County IT to update records. There were no breaches in security during the assessment period.

### Agency Training

The agency training records are current and are maintained in accordance with applicable retention schedules. Training course content is outlined, and lesson plans are utilized. In-house instructors are properly trained and experienced. New sworn personnel are required to complete an extensive field training program. Officers in field training rotate shifts and assigned field training officers in an attempt to expose newly hired officers to all shifts. Field training officers are properly selected and trained through a documented process. The Chief of Police makes the final determination of selection of field training officers. The field training program is properly supervised by the Midnight Captain and backed up by each lieutenant overseeing the shifts. Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks. The agency has a remedial training policy. During the assessment period one incident of remedial training was conducted. The field training program is well documented, however there is a lack of documented standardized evaluation guidelines to aid FTOs for scoring. **This is one of two Applied Discretions that occurred during the assessment, which will be discussed later.**

Specific required annual training topics were properly identified in the written directive. The agency conducts mandatory training annually with each patrol team to accomplish the required training, review of material, and assessments. Annual training included firearms, hazmat, use of force, blood borne pathogens, Taser, and ethics. Agency-authorized in-service training focuses on any changes in case law affecting law enforcement and crime prevention. Members of the agency are assigned to a multi-jurisdictional tactical team and as such, fall under the policies of the Sheriff during operations.

### Authorization and Use of Agency Weapons and Ammunition

The CEO is the authorizing authority for weapons and ammunition, including specialized weapons. The agency uses certified/qualified staff for armorer inspections, repair, and replacement. Records of weapons are properly maintained with written guidelines for storage.

## **Chapter 2 – The Personnel Function:**

### Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program, line-of-duty injury and death circumstance policy. The agency uses a third party provider for the Employee Assistance Program (EAP). All city employees have access to the service and it is kept confidential regarding how many police department employees utilized the service during the assessment period. Also, during the assessment period, there was one serious line of duty injury incident involving an officer who was shot. The agency appears to have utilized all appropriate resources at their disposal to assist all officers with this tragedy. The agency has a comprehensive exposure control and reporting policy. The police department has an extensive Chaplancy program that is used by both



officers and the citizenry of the city. Off-duty employment is allowed with approval from the Chief of Police. Extra employment is prohibited by policy. The agency has a comprehensive employee collision policy and review process.

### Performance Evaluations

The performance evaluation system has a well-defined purpose statement with established and defined criteria, scored on a rating scale. The system also includes directives to raters regarding evaluation responsibilities and procedures on how to use the required forms. Training for evaluators is documented and the evaluations are maintained according to the department's retention schedule. Evaluations are conducted on a semi-annual basis in June and December. All agency personnel (sworn and civilian) performance evaluations were represented in the files. The evaluation system has a clear appeal process, and no appeals of evaluations occurred during the assessment period.

The agency has an established early warning system. Supervisors use the system consistently and effectively. During the assessment period, one employee was identified as needing assistance which was given in the form of training and counseling.

### Promotion of Sworn Personnel

The promotional process is outlined in the collective bargaining agreements. The process includes written testing and oral interviews. Education is taken into consideration as well as an assessment from the Chief of Police. The rank of captain follows the same guidelines, however it also involves the use of an assessment center. The Chief of Police then promotes the highest scoring person from the list. During the assessment period, there were no promotions or promotional testing.

### Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The stated goals and objectives for recruitment are clear and understandable. The agency has a desire to increase agency diversity, however, applications are limited on an overall basis. The agency recently hired two candidates of diverse backgrounds. The agency is dedicated to creating a work force that is representative of the diversity of the community. Recruitment activities include outreach to Community Colleges and Police Academies, as well as community events during which officers will speak with potential candidates.

### Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a thorough background investigation, as well as a medical and psychological exam. Background investigations are conducted by the city's Human Resources Department. Medical and Psychological screen are conducted by outside organizations which maintain proper licensure. The agency uses an active cadet program which uses the cadets for tasks around the department, as well as parking

enforcement within the city limits. The police department uses no reserve or auxiliary officers, however there is a large Chaplain Corps that assists with various functions in the police department.

### **Chapter 3 – The Operations Function:**

#### **Arrest, Search and Seizure**

The Monroe Police Department is a full-service police agency with full arrest powers. The agency and its policies follow the U.S. Constitution and the Constitution of the State of Michigan in relation to arrest, and search and seizure practices. The agency recognizes the foundations set forth in the Fourth Amendment.

Agency policy clearly outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. Agency officers take arrests directly to the Monroe County jail for processing and housing.

The agency has a good strip search and body cavity search policy in place indicating when and where these searches are to be conducted, by whose authority they are conducted and who will be conducting the search. It also elaborates on when a search warrant is required. All prisoners are processed by the Monroe County Sheriff Department. There were no occurrences of either type of search within this accreditation period.

#### **Interview and Interrogation**

The Monroe Police Department has established procedures for standards compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has a hard interview room and a soft interview room.

The interview/interrogation rooms are monitored by another detective in an adjoining room who have the capabilities of activating an emergency alarm. The hard interview room has audio and video recording capability.

The agency's written directive indicates that investigative officers are encouraged to use the agency's audio and video taping capabilities for purposes of recording statements and confessions in an overt or covert manner consistent with state law. The policy also indicates that no more than two officers will be inside an interview room during an interview/interrogation. Guidelines relating to the documentation of Miranda warnings is also in place.

A policy is also in place for conducting appropriate and documented field investigative interviews.

### Use of Force

Assessors were able to review several use of force reports generated during this assessment period. The reports were well written and concise in nature but thorough in their descriptive language. The initial report is completed by the involved officer and the report is reviewed and approved by their supervisor before it is sent to a higher ranking officer for review.

The reviewed report indicates whether additional training is needed or if the officer acted within policy guidelines. The agency conducts a thorough internal affairs investigation for each use of force incident. All use of force incidents reported during this assessment period were justified with no recommended changes to policy or procedures.

The agency completes a detailed meaningful review of each use of force incident after it occurs. The meaningful review covers what occurred and whether additional training needs to be conducted or perhaps a change in current policy needs to be addressed.

The Monroe Police Department participates in the DOJ/FBI National Use of Force Data Collection program.

### Communications

The Monroe Police Department has contracted with the Monroe County Dispatch Center for all their dispatch needs. The County Dispatch Center is a full service dispatch authority and the operators are trained in medical emergency dispatching. Call takers and dispatchers have detailed medical cards at their work stations with certificates of completion of medical dispatch training plainly visible.

Each dispatch station is set up identically, allowing for dispatchers to move from station to station seamlessly, if needed. The Dispatch Center provides dispatch services for several agencies in Monroe County.

Assessors were able to view the facilities. The current facility is up to date and has a state of the art Emergency Operations Center that is used regularly for training purposes with various entities throughout the county, including DTE, fire departments, various law enforcement agencies, ambulance companies, etc.

All radio transmissions are kept in storage for a minimum of eighteen months while telephone recordings are kept for one year. Other records are kept for the basic minimum of thirty days. An agency can request that records be kept for a longer period depending on the type of incident and court continuance issues. Review of recordings are limited to personnel with a legitimate and official need.

The Dispatch Center has a back-up generator. The generator will automatically engage if the main power supply is lost thus supplying power to the Dispatch Center to maintain operations. The generator goes through a weekly function test. The Monroe County Dispatch Center has full jurisdiction regarding the testing and maintaining of the

generator. The proofs of a full load test are not available to the Monroe Police Department because such tests are not conducted regularly by the Monroe Dispatch Center unless there is an issue that will justify the expense of having a full load test done. The assessors did not entertain an applied discretion in this matter since conducting a full load test, as required by the standard, is out of the control of the Monroe Police Department.

### Field Activities

The Monroe Police Department policy allows for vehicle pursuits by officers who must follow the guidelines appropriately outlined in the policy. All pursuits that were reviewed during this on site were compliant with established department policy with the exception with one ramming incident which was properly handled internally with counseling. Roll call training regarding the use of stop sticks early in vehicle pursuits was stressed and the terminating of pursuits absence of stop stick employment was encouraged.

The Monroe Police Department has a Body Worn Camera (BWC) policy in place to document contacts with citizens. The policy includes the proper downloading and retention of BWC video evidence which follows the state retention guidelines.

Patrol officers are assigned BWC's at roll call and they are given specific enforcement areas as part of an overall patrol enforcement and crime prevention strategy.

The agency has a foot pursuit policy that conforms to accreditation standards. Meaningful reviews are conducted whenever a foot pursuit is conducted and there is an annual review process of foot pursuits to determine if any training or policy and/or procedures need to be updated. The policy is new, from 2020, and there were nine foot pursuits conducted in 2020 with no injuries to officers. The annual review stressed the importance of supervisors conducting regular roll call training on the proper ways to conduct a foot pursuit and the need for supervisors to monitor these types of incidents.

The written directive has a section that states the reinstatement of a previously terminated pursuit is permitted at the discretion of a supervisor if conditions change.

The agency provides annual training to its officers to be able to handle subjects displaying mental illness issues.

Assessors attended a patrol briefing of the 6:00 pm – 6:00 am patrol shift. There was a free exchange of information regarding patrol activities and current neighborhood issues that were addressed. The briefing room itself is large enough and the layout is conducive to conducting effective roll call training as needed.

### Traffic Safety and Enforcement

The Monroe Police Department has applicable policies in place regarding traffic violation enforcement, enforcement options, offenders, and traffic direction and control. The directive establishes procedures to conduct motor vehicle stops, including high-risk stops.

The enforcement options include warnings, citations, and arrests when appropriate. Assessors observed several proofs of compliance to the standards in regard to the wearing of high visibility vests when working traffic details and crash investigations. The current order includes updated information regarding the new Public Act 393 that went into effect on April 1, 2021, outlining when officers should issue citations rather than making arrests under certain conditions.

With COVID active through much of this accreditation period, traffic stops were kept to a minimum whenever possible.

#### Homeland Security/Critical Incidents

The agency command staff has been trained in incident command, especially because of their additional roles and training as fire fighters. The agency uses the Incident Command System, however, much of their incident action plans are drawn up by the county Emergency Management section. Although the plans are comprehensive, they do not follow the standards outline. This was the case in several of the standards (3.7.2f; 3.7.3b; 3.7.3e; 3.7.6b and 3.7.6e). The only real issue is that although the department complies to a large degree to the standards, their documentation needs to be better. It was recommended that the accreditation manager meet with the author of future Incident Action Plans and goes over the MLEAC standards to make sure everything is listed in the plan as it relates to the standard. An easy fix but one that needs to be done in order to be in compliance with the standard.

### **Chapter 4 – The Investigative Function:**

#### Criminal Investigation

Officers perform preliminary investigations from initial contacts. The information is reviewed by a shift supervisor before being sent to the detective bureau for further review before the case is assigned to a detective for follow-up and/or further investigation. Policies are in place for interviewing, interrogation, and eyewitness identification. The instructions to witnesses for identification purposes for photo, physical line-up, and show-up identification incidents were available and there were ample samples of properly constructed lineups observed during this accreditation on site.

#### Crime Scene Processing

The agency has detectives, access to crime scene investigators and specialists available 24/7 and available to investigate a wide range of crimes including fatal or serious injury traffic crashes, homicides, arson, CSC cases, etc. Several officers are trained as Evidence Technicians. All evidence obtained is correctly processed, tagged, and designated to the Michigan State Police (MSP) Crime Lab for analysis as needed.

Appropriate and standard compliant packaging requirements are in place and chain of custody is appropriately followed and documented.

### Storage of Evidence and Property

Policies are in place for property processing and evidence collection. The agency has a well-organized and equipped property room and secure storage area. Access to the property room is appropriately limited to the property officer and a command officer in charge of the area. There is a sign-in log for anyone entering the property room and property storage areas, including MLEAC Assessors during this on-site.

Access to the property room is by a key access. The property room and storage areas are also monitored by cameras. There are several large sized lockers for officers to put large items of evidence/property into along with smaller lockers in which evidence is placed and secured until evidence officers remove the property, log the property, then place the property/evidence in the appropriate storage bin until needed for court. Steps were taken to make the large property doors inaccessible to the outside by incorporating chains inside the property room to deny access.

Items needed to be processed by the MSP lab are set aside in a special secure location within the property room until the items are taken to the lab. This process is documented and items sent to the MSP lab are packaged according to MSP evidence packaging standards. Any items retrieved from the lab and taken back to the Monroe Police Department property room are properly documented back into the system to maintain the chain of custody and be properly stored. The agency has a safe available for valuable jewelry and money.

The agency also has a large vehicle bay that is located in a secure off-site area near the Department of Public Works. The location is secured with limited access in cases where a vehicle needs to be processed. During this on site there was a vehicle secured in the area for processing regarding a cold case.

There is a secure area where weapons are stored. Weapons are destroyed after the case involving them has been disposed of and the appellate period passes.

There is an area within the property room where drugs are kept. There is a drug disposal policy in place to properly destroy drugs.

An appropriate policy for transporting property and chain of custody is in place.

All time-sensitive inspections, audits, and inventories were conducted with the most recent inventory being done that led to a more manageable number of property room items being stored. No irregularities were identified. There were no changes in the property custodian during this assessment period.

Policies are in place for the proper notification of owners of property received and returned to them or to someone designated by the owner.

### Juvenile Matters

The agency has established policies regarding juvenile status offenses, including runaway cases, unidentified children, and the safe delivery of newborns. There were no incidents where the agency needed to use Amber Alerts or the Law Enforcement Information Network (LEIN).

Appropriate forms are used for the petitioning of juveniles to court. Parent notification policies and practices for the release of juveniles are present with appropriate documentation including time limits associated with juvenile processing and holding. Reporting requirements were also observed that comply with accreditation standards. The agency has a new child car seat available for use as needed.

### Special Investigations and Operations

The agency has a special investigations policy. The written directives are in compliance with accreditation standards. The agency is well organized in keeping records of information shared with or received from another agency. The agency has appropriate deconfliction procedures in place. The agency utilizes a wide range of technological advances to aid them in their special investigations. Operational supervisors and detectives work together to keep each other informed regarding general investigations as well as special investigations or operations taking place including raids, decoy operations, etc.

Investigators from local agencies meet regularly or communicate regularly through emails and phone conversations to discuss and disseminate information regarding special cases being investigated in the area.

The agency has an established policy regarding the development and use of confidential informants, however, they did not use confidential informants during this assessment period.

Any anonymous tips received are forwarded to the appropriate agency or bureau for follow-up investigations.

## **Chapter 5 – The Arrestee/Detainee/Prisoner Handling Function:**

### Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

The City of Monroe Police Department has established procedures for the transportation of arrested subjects, to include searching vehicles prior to the beginning of each shift, prior to and following any transport, and the securing of arrested subjects in restraints during transport. Patrol cars have been modified so the door handles and windows do not operate, and a safety barrier separates the rear holding area from both the officers area and the rear equipment area.

All custodial arrests are lodged and processed at the Monroe County Jail which is the same building where the Monroe City Police Department is housed. The Monroe Police Department does not have a processing area and detention area. Should the need arise to interview an arrestee that is in custody, an elevator that accesses the jail is used and prisoners are brought into an interview room in the detective bureau. That room is monitored by cameras and interviews are always conducted with officers outside the room for safety and security.

#### **G. Applied Discretion Compliance Discussion:**

This section provides specific information on those standards found to be in compliance after on-site adjustments were made.

During this on-site, the agency had two standards in applied discretion.

##### *Standard 1.9.3f - Field Training (Standardized Evaluation Guidelines)*

ISSUE: The agency trains all new FTOs in the San Jose Model of field training, however they utilize a different training and evaluation structure which rates recruits on a scale of 1 to 5. Although they have a rating scale and all FTOs are typically on the same page as to what the ratings are, there is no formalized written Standardized Evaluation Guidelines (SEG) that can be referenced to in order to explain what each score means.

AGENCY ACTION: The agency is in the process of overhauling their Field Training Program, which will likely include the use of the San Jose Model of Field Training. The implementation of this program will provide for ready-made SEG's during the subsequent three year assessment period.

##### *Standard 3.7 - Homeland Security*

ISSUE: The agency uses the Incident Command System, however, much of their incident action plans are drawn up by the county Emergency Management section. Although the plans are comprehensive, they do not follow the standards outline. This was the case in several of the standards (3.7.2f; 3.7.3b; 3.7.3e; 3.7.6b and 3.7.6e). The only real issue is that although the department complies to a large degree to the standards, their documentation needs to be better.

AGENCY ACTION: It was recommended that the accreditation manager meet with the author of future Incident Action Plans to familiarize them with the MLEAC standards to make sure everything is listed in their plan as it relates to the standard. An easy fix but one that needs to be done in order to be in compliance with the standard.

#### **H. Waivers of Standards:**

This section provides specific information on those standards which qualified for waivers. Waivers are available to agencies when it is impossible to comply with a specific standard. A request to waive standard compliance must be made to the Michigan



Association of Chiefs of Police, Michigan Law Enforcement Accreditation Commission Program Director in writing, on official agency letterhead, signed by the CEO. The following nine (9) standards were granted non-applicable waivers:

*Standard 1.2.1 Fiscal Control*  
*Standard 2.6.1 Reserve/Auxiliary Officers Program*  
*Standard 3.5.9 Police Canines*  
*Standard 5.2.1 Processing Procedures*  
*Standard 5.3.1 Temporary Detection Defined*  
*Standard 5.3.2 Security Protocols*  
*Standard 5.3.3 Training*  
*Standard 5.3.4 Evacuation/Hazard Protocols*  
*Standard 5.3.5 Inspections*

**I. Standards Noncompliance Discussion:**

The agency had no standards in noncompliance.

**J. Future Performance / Review Issues:**

The agency had two areas requiring written directive modifications. Several standards have agency initiated plans in place to ensure future compliance

**K. Summary and Recommendation:**

A thorough review of the files for compliance was conducted, as well as observations of compliance. After interviews were conducted, it was determined that the agency was in compliance with all of the established accreditation standards, with the exceptions and waivers noted. Accreditation is recommended.

David Livingston, Team Leader  
Date: August 1, 2021

Reviewed and approved to be scheduled for a hearing before the MLEAC.



Program Director Neal Rossow  
Date: August 22, 2021