

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# Onsite Final Report

**Bloomfield Hills Department of Public Safety  
June 18, 2018**

**Team Leader: Daniel J. Mills**

**Team Member: Charles Seeley**

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

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Noel Clason  
Director of Public Safety

Steve Splan  
Accreditation Manager

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

Monday, June 11, 2018 – Tuesday, June 12, 2018

**C. Assessment Team:**

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**D. Community and Agency Profile:**

**1. Community Profile**

Bloomfield Hills, Michigan is a city located in Oakland County. The area where the city is now was a farming area until the turn of the 20th century when wealthy Detroit residents bought up the land. The settlement became a village in 1927, and in 1932 residents voted to become a city to avoid being incorporated. In the early 1900's, the area that is now Bloomfield Hills, was known as a popular spot for people touring northward in their new horseless carriages. It became a recreation area for the affluent population to construct summer homes and cottages. Bloomfield Hills has an approximate total area of 4.7 square

miles and is known for its rolling terrain, mature trees, and large estate-sized lots. Nearly 319 acres of the city consists of the Cranbrook Campus (a private school, art community, and home to two museums). Cranbrook was the brainchild of George Booth. Cranbrook was built and funded entirely by Mr. Booth and was named after his father's home in England. There are two other private schools in Bloomfield Hills, the Roper School and St. Hugo's, both are elementary. There are no public schools in the city.

According to the 2010 census, the population of Bloomfield Hills is 3,869. The racial makeup of the city is reportedly 87% White, 7% Asian, 4% African American, and 2% from other races. The average household size was 2.84 and the average family size was 2.44. The community is mostly residential and has a very small business district near the central city complex. The community also includes a large private country club and a smaller private golf course, as well as, the Bloomfield Open Hunt Club which provides an area for equestrian, swimming and tennis recreation. The Manresa Jesuit Retreat House is also within the city limits.

The reported median income for a household in the city is \$170,790, and the median income for a family was over \$200,000. The per capita income for the city is \$104,920. Bloomfield Hills has the third highest income for a municipality with over 1,000 households in the country and the highest income in the State of Michigan. Reports show 39% of owner-occupied homes had a value of over \$1,000,000, and 32.1% with a value between \$500,000 to \$999,999

Bloomfield Hills operates under the commission-manager system of government with an appointed City Manager and elected City Commissioners. The City Manager oversees the day-to-day operations of the city, manages staff operations, recommends the annual budget and makes policy recommendations to the commission.

## **2. Agency Profile**

The City of Bloomfield Hills City Charter established the positions of Chief of Police and Chief of Fire Department on August 5, 1932. During the first 30 years of the City's history, an elected City Commissioner was appointed to serve in a role referred to as "Police Commissioner". While an elected official served in an advisory role as the Police Commissioner, the City hired and promoted staff to the positions of Chief of Police and Chief of Fire Department, per the City Charter. As early as 1960, Mr. James Fowler was serving as the Chief of Police and Mr. Eldon Adernoldt was appointed the Chief of Fire Department.

In the mid 1970's the city leaders began a bold initiative: creating a Public Safety Department in lieu of separate police and fire departments. Mr. Robert Stadler served as the first Director of Public Safety. At that point, employees had to be cross-trained. Today, the residents of Bloomfield Hills are still protected by cross-trained firefighters, police officers, and medical first responders. This style of police and fire management saves the taxpayers the expense of funding two separate departments and ensures rapid response times with 24/7 coverage by a staff of highly trained experts.

The Bloomfield Hills Department of Public Safety has an operating budget of approximately 4 million dollars. The department is staffed by 24 full time sworn personnel, three full time dispatchers and three part-time dispatchers. The personnel assigned to Public Safety work 24-hour shifts. During their tour, they spend eight hours on the road in the capacity of a police patrol officer. As a patrol officer their firefighting equipment is in the trunk of their vehicle so that they are prepared to respond to fire emergencies. The remainder of their day is spent on fire duty at the station. Fire duty consists of doing chores, conducting and attending trainings, and most importantly they are on stand-by for fire and medical emergencies when they arise.

Director Noel Clason, Chief Executive Officer (CEO), stated that through pro-active policing, aggressive traffic enforcement, and fast response times, the residents of Bloomfield Hills enjoy low crime rates, a feeling of security, and a dedicated force of men and women that provide a high level of service. It is this level of service that makes Bloomfield Hills Department of Public Safety a premier department.

### **3. CEO Biography**

Director Noel Clason began his career in law enforcement in 1991 upon enlisting in the United States Navy. He proudly served as a Master at Arms onboard Naval Aircraft Carrier USS Independence, Yokosuka, Japan. During his military career Director Clason gained experience overseeing the Brig, shipboard investigations, and the shipboard tactical team. Chief Clason served honorably from 1991 – 1995. During his career in the Navy, Chief Clason earned his degree in Criminal Justice with an emphasis on Law Enforcement. Upon Honorable discharge, Clason attended the Oakland Police Academy as a pre-service candidate. Following his graduation from the police academy, Chief Clason worked at Clarkston Police Department and the Lapeer County Sheriff's Office as an Officer and Marine Deputy. In 1996, Chief Clason was hired by Centerline Public Safety as a full time Public Safety Officer (PSO). While in Centerline, Clason graduated from the Macomb Fire Academy and was also a member of the Centerline Tactical Team.

Chief Noel Clason was hired by the Bloomfield Hills Department of Public Safety in 1998. Since that time, he has served in the capacity of a Public Safety Officer, Sergeant, Shift Lieutenant, Detective-Lieutenant and Director of Public Safety. While serving over the last 20 years with Bloomfield Hills, Clason also served the Oakland Police Academy as a driving instructor, as well as the Fenton Township Fire Department and the North Oakland Fire Authority, both as a paid on call firefighter. He also worked for 15 years as a consultant for the General Motors Police Fleet program where he travelled the country setting up Emergency Vehicle Operations courses. Chief Clason is a 2012 graduate of Michigan State University's School of Staff and Command. He was also a member of the elite, multijurisdictional Major Case Assistance Team (MCAT) made up of senior investigators from area department's working cold case homicides and major area crimes against persons.

#### **4. Future Issues**

The Bloomfield Hills Department of Public Safety is a fully integrated police and fire agency. All sworn staff are cross-trained for law enforcement, firefighting and emergency medical first response. Allowing time for training on all three disciplines can be an issue at times. Bloomfield Hills Department of Public Safety has an excellent training plan and the training records are maintained efficiently. The CEO indicated there is always room for improvement and that training personnel is a priority.

Public perception of police nationally is also a concern for the department. The Bloomfield Hills Department of Public Safety is proud of the community outreach with the local private schools. Overall the community has high regard for the department and greatly appreciates the agency's commitment to personalized customer service. The CEO is dedicated to maintaining best practices and to keeping up with the rapidly changing issues facing policing in America.

The agency is expecting a large turnover in staff during the next four years. Senior staff retirements are expected. There will be new promotional opportunities for officers. The command staff is young and continued career development will be key to the leadership growth and career advancement of personnel. The CEO is preparing to improve the diverse recruitment of personnel by hiring the agency's first female public safety officer and the first African American public safety officer in the coming months.

The agency's retention schedule will need to be re-examined. There are many paper records being stored in the department's basement. These records could be converted into an electronic form.

The agency's ladder truck is 25-years-old and will need to be replaced soon. The agency has applied for the creation of a 501(c)(3) non-profit foundation, so citizens can donate funds to the department for the purchase of new apparatus, equipment and the reinstatement of a canine program.

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

Public notice and input are cornerstones of democracy and MLEAC accreditation. 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 Tuesday, June 12, 2018, from 9:00 a.m. to 11:00 a.m. The telephone line was tested, found to be functional, and three calls were received.

Colleen Booth (248) 644-7517

Ms. Booth stated that all the officers and dispatchers are terrific, helpful, and courteous. She said the officers go over-board and the staff takes good care of the community. She told a story about her husband's heart attack and credits the agency's response in saving his life. She said that every time she called the department, they responded quickly and helped her with whatever her needs were at the time. Since her husband's death in 2014, the officers continue to stop and check on her and her neighbors, including the current chief. She said the officers are very kind and caring. She stated that the officers will be present at her church every weekend making people feel safe. She was also highly complementary of the department's annual open house.

Ms. Booth fully supports the agency's effort to become state accredited.

Charles Riley (313) 300-4600

Mr. Riley said the officers do wonderful work. The department personnel responded to a heart attack call at his home and the response was quick. Mr. Riley feels that the department keeps the community safe. He said, all personnel are "top notch" and "very professional."

Mr. Riley fully supports the agency's effort to become state accredited.

Mark Spitznagel (248) 792-5340

Mr. Spitznagel was very complimentary of the department. He praised the agency's house watch program. He is extremely impressed with the high level of personalized service. He described the agency's outreach regarding citizen use of the department's indoor range. He has used the service several times and said it is wonderful for city residents. He said that his house is alarmed and the officers always respond in a quick and professional manner.

Mr. Spitznagel fully supports the agency's effort to become state accredited.

Jennifer Forbes (248) 310-7051

Ms. Forbes said the Bloomfield Hills Department of Public Safety is amazing. She said everyone has positive attitudes and the staff makes you feel very safe. They respond quickly to emergencies. She said that they are very reliable, dependable, and experienced.

Ms. Forbes fully supports the agency's effort to become state accredited.

Cyrus Karimpipour (248) 761-9497

Mr. Karimpipour said the department is fantastic and he is very happy to be living in Bloomfield Hills. Mr. Karimpipour was calling from Hawaii. He praised the department's house watch program, which he was currently using. The officers will make house checks for residents while the homes are unoccupied. He said that he has had to call the police for a gate which is continually being damaged by cars because the gate connects two roads. The officers are always very responsive. The department also successfully investigated a stalking complaint involving his wife. He said that he is very confident in the police service provided by the Bloomfield Hills Department of Public Safety. He, too, was very complimentary about the Bloomfield Hills Department of Public Safety Open House where children in the community can engage public safety officers and experience firefighting and police equipment. All of the officers are friendly and easy-going.

Mr. Karimpipour fully supports the agency's effort to become state accredited.

**2. Correspondence**

The assessors received no copies of correspondence regarding the reaccreditation process.

**3. Media Interest**

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

**4. Community Outreach Contacts**

Steve Yzerman – Professional Hockey Player, resident of Bloomfield Hills (813) 326-4994

Mr. Yzerman is a retired professional hockey player and has been a resident of Bloomfield Hills since 1998. Mr. Yzerman has had several contacts with Bloomfield Hills Public Safety Officers, most recently concerning a coyote and deer nuisance. Mr. Yzerman says he has no issues with the service provided and relies on them to conduct house checks of his residence. He states that crime in the community is minimal or non-existent. He is very supportive and happy with the services provided by Bloomfield Hills Department of Public Safety.

Mr. Yzerman fully supports the agency's effort to become state accredited.

Judge Kimberly Small - 48<sup>th</sup> District Court Judge (248) 433-9321

The 48<sup>th</sup> District Court serves the City of Bloomfield Hills. Judge Small states that the Bloomfield Hills officers are among the most professional officers appearing in her court. She continued to say they adhere to all court protocols and she feels safe knowing they are in the court house because officers are always aware of their surroundings. Judge

Small states they are always alert, engaged and paying attention in the court not “looking at their watches or twiddling their thumbs.”

Judge Small fully supports the agency’s effort to become state accredited.

Monsignor Tocco – Pastor, Saint Hugo (248) 568-8596

Msgr. Tocco gives the Bloomfield Hills Department of Public Safety his highest regards. He states they provide a great service to the community and to his congregation. Of special note, a teacher received a threatening message and upon notification the department sent eight officers and they responded within minutes. Officers remained on scene until a suspect was identified and it was deemed to be safe.

Monsignor Tocco fully supports the agency’s effort to become state accredited.

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

On Tuesday Morning, Assessor Charles Seeley rode along with Public Safety Officer (PSO) John Corrigan. Officer Corrigan went to several key locations, city borders, and prominent neighborhoods.

Officer Corrigan discussed his service with the agency and talked about the passion he has for helping people. Officer Corrigan discussed his previous employment and how being a firefighter prior to working with Bloomfield Hills made it a great fit to work as a PSO. He enjoys working in the city and spoke highly of the agency, his coworkers and the command staff.

During the ride-along, Officer Corrigan conducted a house check in one of the many well-to-do neighborhoods. He exited his patrol vehicle and walked around the entire property checking windows and doors ensuring they were secure. PSO Corrigan demonstrated his knowledge of the city by giving a brief description on areas of importance while on patrol. PSO Corrigan also conducted a traffic stop on a motorist who was observed exceeding the posted speed limit. He was very respectful in dealing with the female motorist who admitted to speeding. PSO Corrigan verbally advised her to be aware of her speeds and to drive carefully. The female motorist was very appreciative of the warning. PSO Corrigan did a drive-by check of a construction area that has been having larcenies of equipment during the renovation work of a hotel. Workers appeared to be appreciative of the police presence and waved as he checked the parking lot and surrounding area.

Officer Corrigan was very courteous and professional and appeared at ease with his duties throughout the ride along. He demonstrated a thorough knowledge of the agency’s policies and directives. He was very kind and demonstrated compassion as he spoke of his duties. He was accommodating and answered all questions without hesitation.

## **6. Community Involvement**

The Bloomfield Hills Department of Public Safety prides itself on providing a high level of community involvement. The agency conducts an annual public safety open house where the community is invited to the station for interaction with public safety personnel. Fire apparatus and police vehicles are available for children to view and the department conducts hands-on demonstrations for attendees. Many residents complemented the department on this annual event and commented on how everyone looks forward to the interaction every year. The agency also will bring patrol cars, motorcycles and fire trucks to neighborhood activities, block parties, and children's birthday parties.

The agency has an assigned school resource officer who liaisons with the three private schools on a regular basis. The resource officer is trained in active shooter, civilian response training through the Alert Lockdown, Inform, Counter, and Evacuate (ALICE) Institute. The school officer is continually training the community on the concepts of school and business safety. The agency also has a crime prevention specialist who, upon request, conducts residential and business security assessments. The agency also provides security at places of worship at no cost to the local churches.

### **F. Essential Services:**

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

##### **Direction of Personnel**

All directives which establish, alter, or cancel policies or procedures required approval of the Director of Public Safety. In the absence of the director, the detective lieutenant may temporarily issue or alter written directives. 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 City Treasurer maintains the general petty cash fund for the Department of Public Safety. The agency only collects cash for bond money and for preliminary breath testing. The dispatcher safeguards cash received after hours in a lock box. Bond monies are transferred to the court and preliminary breath testing monies are deposited with the City Treasurer the next business day. The city treasurer submits monthly reports to the City Commission regarding all cash accounts.

##### **Internal Affairs**

The Detective Lieutenant is responsible for the internal investigation function and has direct access to the CEO. All complaints are accepted including anonymous complaints. The CEO makes final determinations of all internal complaint investigations. All internal investigation files are properly secured with limited access. There was no annual analysis

conducted regarding internal affairs complaints, however, while the assessment team was on-site, the Detective Lieutenant performed an analysis, documented the findings and notified the CEO. The report was added to the accreditation file during the on-site assessment.

During the assessment period, nine internal investigations were conducted; seven were sustained. Three sustained complaints were for attendance issues, two sustained complaints were the result of improper backing of emergency vehicles causing damage, and the other sustained complaints were minor rule violations. The agency did not identify a need to change policy, however, did identify training needs which included precision driving and a review of the rules of conduct.

### 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 necessary. 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 or grievances filed in matters of discipline or corrective action; however, one grievance was settled through arbitration. The dispute was related to contract language.

### Organization

Prior to appointment to a sworn position, personnel give assurance of fidelity by taking an oath of office to enforce the law and uphold the Constitution of the United States and State of Michigan Constitution. All agency personnel acknowledge a code of ethics and receive ethics training. Bias-influenced policing is strictly prohibited by the agency. There is a clear definition for bias-influenced policing, including but not limited to race, ethnic background, heritage, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable characteristics.

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

Public safety personnel have structured unity of command. In the Bloomfield Hills Department of Public Safety, the Director is supported by four Lieutenants. The Detective Lieutenant is designated as second in command. The sworn staff is divided into three platoons, each supervised by a Lieutenant and a Sergeant.

The agency operates its own Public Service Answering Point (PSAP) supervised by a Platoon Lieutenant. The PSAP receives all 911 calls for service and dispatch calls for service for public safety in the City of Bloomfield Hills. 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 Director of Public Safety, the Detective Lieutenant is appointed as Acting Director.

The department is staffed by 24 full time sworn personnel, three full time dispatchers and three part-time dispatchers. The personnel assigned to Public Safety work 24-hour shifts. During their tour, they spend eight hours on the road in the capacity of a patrol officer. The agency uses both motorcycles and cars for routine patrol. As a patrol officer their firefighting equipment is in the trunk of their vehicle so that they are prepared to respond to fire emergencies also. The remainder of their day is spent on fire duty at the station. Fire duty consists of doing chores, conducting and attending trainings, and most importantly they are on stand-by or fire and medical emergencies when they arise.

#### Agency Equipment and Property

The wearing of body armor is mandatory for all sworn personnel, 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 and there are procedures in place for reporting any damage or loss of equipment to a supervisor. An employee was recently assigned as quarter-master and has been given the responsibility of maintaining agency equipment in a state of operational readiness. The agency maintains two Automated External Defibrillator (AED), one is assigned to the police patrol function and the other is assigned to a medical response vehicle.

#### Public Information

The Director of Public Safety or designee is the designated Public Information Officer. By policy, the agency cooperates fully and impartially with authorized media personnel by assisting their efforts to gather factual public information pertaining to activities of the agency, as long as providing such information does not unduly interfere with agency operation.

#### 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. Any hard copies of reports are stored in a file cabinet where only dispatch staff have access. There are extra security measures for non-public records. All Freedom of Information Act requests are handled by the City Clerk, and 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. Annual security audits and password audits were performed during the assessment period. There were no breaches in security during the assessment period.

### Agency Training

The Director of Public Safety appoints a command officer to act as the training coordinator. The training coordinator is responsible for scheduling, documenting and reporting all in-service training. Specific required annual training topics were properly identified in a written directive communication from the director. Annual training included firearms, legal update, policy review, blood borne pathogens, defensive tactics, communications, emergency driving, computer security awareness and cultural awareness.

The agency training records are current and are being 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 training program. Field training officers are properly selected and trained through a documented process. The Director of Public Safety or designee is the field training commander. The training lieutenant oversees the field training program. Police Chief makes the final determination of selection of field training officers. The field training program is properly supervised. Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks.

The Bloomfield Hills Department of Public Safety does not have any tactical teams, team members, or officers assigned to joint task forces. Therefore, the training standards for tactical team training was waived. The agency does provide initial and annual refresher training in hazardous material emergencies.

### Authorization and Use of Agency Weapons and Ammunition

Authorization for sworn personnel to utilize authorized weapons and ammunition is exclusively granted by the Director of Public Safety. The agency uses certified/qualified staff for armorer inspections, repair and replacement. Records of weapons are properly maintained with written guidelines for storage. All agency personnel are required to qualify two times a year.

## **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, and an employee collision and review process. No employees used the service during the assessment period. Also during the assessment period, there were no serious line of duty injury or death incidents. The agency also has a comprehensive exposure control and reporting policy.

### 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. Training for evaluators is documented, and the evaluations are maintained according to the department's retention schedule. 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. No employees were identified as needing assistance during the assessment period.

Only full-time sworn agency personnel received an annual performance evaluation during the accreditation cycle. Three full-time dispatchers were missed. The agency plans to complete and conduct the three evaluations prior to the next commission meeting. The standard file which was reviewed on-site contained a written communication which stated the evaluations would be completed on June 14, 2018, after the on-site assessment.

### Promotion of Sworn Personnel

The promotional process for sergeant is outlined in the collective bargaining agreement. The process includes a point system. Oral board reviews are conducted with candidates who receive passing scores. A peer evaluation is also conducted on all candidates who successfully pass the written and oral board phases. The eligibility list is completed as a result of all of the combined scored assessments. When vacancies occur, the selected candidate is assigned to the rank on a probationary basis for one year. The promotion is not official until the candidate successfully completes the probationary period. At the end of one year, the candidate's performance is evaluated and a determination made by the Director of Public Safety. Lieutenants are appointed at the discretion of the CEO.

### Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The agency has a desire to increase agency diversity; however, the recruitment of qualified personnel based on the agency's minimum standards has become difficult. However, the agency is dedicated to creating a work force that is representative of the diversity of the community. The department is primarily Caucasian. Sworn staff includes 24 males. Recruitment activities include word of mouth from current staff, direct recruiting of local police academies, and posting openings with law enforcement websites.

### 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. The selection process includes a panel review, an agility test, and an executive interview. The CEO makes the final decision on selection of new personnel.

### Reserve Officers and Civilian Volunteers

The agency does not have a reserve program or civilian volunteer program.

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

### Arrest, Search and Seizure

The Bloomfield Hills Department of Public Safety is a full-service agency with arrest powers. The agency and its policies follow the United States Constitution in relation to arrest, search and seizure. The agency recognizes the foundation set forth in the Fourth Amendment. Agency policy also outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency takes in-custody arrests directly to their temporary detention facility for processing. Breathalyzers for Operating While Intoxicated (OWI) arrests are also conducted at the detention facility. If arrested, subjects who are not able to make bond are transported to Oakland County Jail within 4 hours.

The agency only conducts strip searches when an arrestee is lodged and there is reasonable cause to believe the suspect is concealing a weapon, controlled substance or evidence of a crime. The person conducting the strip search does so only under written authorization by the on-duty command officer in charge who has been designated this authority by the Chief of Police. The strip search must be conducted by person of same sex. Body cavity searches are conducted by a licensed physician (or nurse, under the direction of and in the absence of the doctor), with a search warrant.

### Interview and Interrogation

The agency has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has one interview room located on the premises that has audio and video recording capability. The room is equipped with a telephone in case someone needs help and officers have an emergency button located on their assigned portable radio. Also, loud verbal calls for assistance can be overheard by dispatch located in an adjacent room. The agency can observe the interview from monitors located outside of the interview room. 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.

### Use of Force

No use-of-force reports were completed during the assessment period. The agency would conduct a thorough internal affairs investigation for each use-of-force incident. If an officer was involved in an incident which resulted in serious injury or death, or a violation of the law or internal policy of the agency, the Chief would suspend the officer from active duty

with pay pending the investigation or review of the event. During the assessment period, the agency had 6,412 citizen calls for service with zero use of force complaints.

### Communications

The Bloomfield Hills Department of Public Safety has their own Public Safety Answering Point (PSAP) communications center for all emergency calls for service and all after-hour calls for service. The onsite team toured the facility and spoke with the agency's telecommunicators regarding dispatch policy. All recordings are kept in storage for a minimum of 180 days unless requested by the department for longer retention. Review of the tapes are limited to personnel with a legitimate and official need.

The Communications Center has a back-up generator onsite that will automatically engage, supplying power to the Communications Center to maintain operation. The generator goes through a weekly test, and, if it fails, an alarm will sound in dispatch.

Dispatch is staffed by a three full-time dispatchers and supplemented with part time dispatchers as needed. The dispatcher is responsible for all communication duties to include call-taking, dispatching for police, fire, EMS services and monitoring of detention cells and booking area. All emergency medical dispatch is immediately transferred to Star Emergency Medical Services.

### Field Activities

The Bloomfield Hills Department of Public Safety policy allows for pursuits by officers who follow the policy guidelines. The agency employs stop sticks as a method to terminate vehicle pursuits. Roadblocks, boxing, pit maneuvers and/or intentional collisions are prohibited. All reviewed pursuits were compliant with established policy and procedures.

The Bloomfield Hills Department of Public Safety has in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency has video recording equipment in their police vehicles. Each video is downloaded and retained from the date it was created plus one month, unless it is an arrest, has evidentiary value or is part of an investigation. All other retention of evidence follows the state retention guidelines.

Daily, the Command Officer assigns officers to a city wide enforcement. Officers are not assigned specific geographical areas due to the small size of the community. Officers are free to patrol throughout the city as necessary or dispatched.

The assessment team attended the Tuesday morning briefing. The roll call consisted of a Lieutenant, Sergeant and three officers. The shift commander gave out daily patrol and station tasks which included, vehicle assignments, special attention location checks and house cleaning issues. The Lieutenant shared suspect information regarding home invasion suspects, assigned roll call training to be completed by a specific deadline, and conducted an overview of expectations in regards to vacation house checks, solicitor permits, and requests for extra patrols for the day. The briefing allowed for a free exchange

of information regarding open cases being investigated and current neighborhood issues that needed to be addressed.

The agency has a foot pursuit policy which complies with the standard. The written directive has a section that states that the reinstatement of a previously terminated pursuit is permitted at the discretion of a supervisor if conditions change. The agency had no incidents of foot pursuits during the accreditation period.

#### Traffic Safety and Enforcement

The agency 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 arrest when appropriate.

#### Homeland Security/Critical Incidents

The agency has a critical incident system in place, which includes command, operations, planning, logistics and fiscal responsibility. The agency did not note any occurrences for 2017 in which the Incident Command System (ICS) was activated or utilized.

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

#### Criminal Investigation

Officers follow up on their own investigations during their work shift, depending on the severity of the complaint. Once an officer is on their days off, the complaint is reassigned to someone else. The on-duty command officer reviews each complaint and sends the ones that need follow-up to the detective lieutenant. The detective lieutenant considers solvability factors when screening cases for follow-up assignment. A policy is in place for eyewitness identification.

#### Crime Scene Processing

The agency has a detective and accident investigators available 24 hours a day. Agency personnel are trained in latent fingerprint recovery, photography and videography, crime scene sketching, collection and preservation of evidence, and other forensic procedures. Officers on scene are trained to not disturb, touch or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of investigations.

#### Storage of Evidence and Property

Appropriate policies are in place for property processing and evidence collection. The agency has a well-organized property room. Only the property officer and Detective Lieutenant have access to the room. The door is key and pass code lock protected. The egress point is also covered with video outside the door, recording access. There are several keyed access lockers used for temporary evidence storage until the property officer

comes in to complete the record. The agency also has a large inside vehicle bay that can be secured to limit access in case of any large items that can't be secured in a locker. The agency has a large safe available for valuable jewelry and money. Evidence that needs lab submission is sent to the Michigan State Police Lab in Northville. Appropriate policies for transmission and chain of custody are in place.

All time-sensitive inspections, audits and inventories were conducted; no irregularities were identified. There was no change in the property custodian during the assessment period.

### Juvenile Matters

The agency has established policies regarding juvenile status offenses, including runaway cases, unidentified adults and children, and the safe delivery of newborns. There were no incidents where the agency needed to use Amber Alerts.

### Special Investigations and Operations

The agency has a general investigations policy and a special investigations policy. The written directives are in compliance with standards. The agency is well organized in keeping records of information shared with or received from another agencies. The Bloomfield Hills Department of Public Safety utilizes Oakland County Sheriff Department response team for large critical incident assistance such as riot control or tactical responses. The border communities such as Bloomfield Township will assist with small incidents as requested or needed.

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

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

The Bloomfield Hills Department of Public Safety 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 compartment.

All custodial arrests are brought to the Bloomfield Hills Police Department Holding Facility. The facility is a 4-hour holding area within the headquarters. Weapons are not allowed in the holding area. There is a secure jail garage with lock boxes for weapons.

Each cell is searched and inspected prior to and immediately after each use of a cell. Weekly inspections of all areas of the jail are documented on an inspection log, and detainees are visually observed at least every 30 minutes. The holding cells are equipped with audio and visual capability which is monitored by dispatch. The written directive requires personnel be initially trained in supervision and care of detainees and refresher training every three years.

### **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 one standard in applied discretion.

#### *Standard 1.2.1. Fiscal Control*

ISSUE: Written directive did not include provision from the CEO or designee to exceed established expense limits for petty cash account.

AGENCY ACTION: The written directive was amended to include provision for exceeding expense limits with permission of CEO or designee.

### **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 Accreditation Program Director in writing, on official agency letterhead, signed by the CEO. The following standard was granted non-applicable waiver:

#### *Standard 1.9.8 Tactical Team Training*

#### *Standard 2.6.1 Reserve/Auxiliary Officers Program*

#### *Standard 2.6.2 Civilian Volunteer Program*

### **I. Standards Noncompliance Discussion:**

The agency had one standard in noncompliance during the on-site assessment, *Standard 2.2.2 – Annual evaluations*. Three full-time dispatchers had not received an annual performance evaluation prior to the on-site. However, the agency completed and conducted the three evaluations after the on-site assessment. Confirmation of the completion of the annual evaluations was received by the assessment team prior to the completion of this report, which placed the agency back in compliance with Standard 2.2.2. There were no other standards in non-compliance.

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

Future reviews and analyses should be more comprehensive during the next assessment period. An analysis should have a structured process for dissecting events into basic parts to identify any patterns or trends. An analysis should also reveal patterns or trends that could be predictive or could indicate program effectiveness, identify training needs, equipment upgrades or policy modifications. Meaningful reviews should also include whether policy, training, equipment, or disciplinary issues need to be addressed.

Future recruitment plans should include a comprehensive list of goals and objectives. The objectives should include attempts to recruit, hire and promote the underrepresented. Also, future recruitment plans should include more detail, establishing clear definitions of the goals and objectives. The agency is actively recruiting; however, the current plan did not thoroughly document all the agency's recruitment activities.

**K. Summary and Recommendation:**

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

Daniel J. Mills, Team Leader  
Date: June 18, 2018

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

Program Director Neal Rossow  
Date: June 18, 2018