

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



On-site Final Report

Livonia Police Department
December 6, 2018

Team Leader: Daniel J. Mills

Team Member: Heather McDonald

A. Agency Name, CEO and AM:

Livonia Police Department
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Curtis Caid
Chief of Police

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B. Dates of the On-Site Assessment:

Monday, November 26, 2018 – Tuesday, November 27, 2018

C. Assessment Team:

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D. Community and Agency Profile:

1. Community Profile

The City of Livonia, Michigan is a city in the northwest part of Wayne County. Livonia is a large suburb with an array of traditional neighborhoods built in the 1950s and 1960s and connected to the Detroit metropolitan area. According to the 2010 Census, the population is 96,942 making it Michigan's ninth largest municipality. The median income for a household is \$65,391, and the median income for a family is \$77,119. The racial makeup is 92.0% White, 3.5% African American, 2.0% Asian, 2.0% Hispanic or Latino, and 0.5% from other races.

About 5.4% of families and 7.8% of the population are below the poverty line. The average household size is 2.47 and the average family size is 3.01.

First settled by pioneers from New England and New York, an act by the Legislature of the Territory of Michigan established the borders of Livonia Township on March 17, 1835. The settlers brought with them the name "Livonia," a name that had already been given to Livonia, New York and Livonia, Pennsylvania. Citizens raised sheep and dairy cattle, and farmed the land for the first 100 years. In the 1940s, the area took its first dramatic step from agriculture to commerce and industry when the General Motors Corporation built an automatic transmission plant, soon to be followed by a Ford Motor Company parts depot.

On May 23, 1950, Livonia was incorporated into a city by vote of the citizens of the township. A significant motivation to incorporate was to gain tax revenues from the Detroit Race Course, which was Michigan's only thoroughbred horse race track, located within the township border. The city is 36 square miles and home of Schoolcraft College and Madonna University. There are also 1,400 acres of parks and nature areas within the city limits.

Livonia operates under a mayoral system of government with an elected city council. The mayor oversees the day-to-day operations of the city, manages staff operations, and is the public safety director. The mayor is the presiding officer of the council. Livonia's current mayor is Dennis K. Wright.

2. Agency Profile

The Livonia Police Department was established soon after Livonia Township incorporated. In 1958, the Livonia Police Department was staffed by 49 sworn officers. Commissioner D.F. Hey and Chief Jordan were the first appointed leaders. By the year 2000, the department grew to 167 sworn police officers assisted by a number of civilians.

In 2007, the Livonia Police Department, along with other communities, experienced the economic recession and the department faced cuts to staffing levels. In 2011, the City of Livonia proposed a public safety millage which citizens passed overwhelmingly.

Police Chief Curtis Caid is the current Chief Executive Officer (CEO) of the Livonia Police Department. The agency's current authorized sworn staffing level is 150, supported by 40 civilian staff. The Livonia Police Department is the seventh largest municipal law enforcement agency in the State of Michigan. The agency is self-sufficient with officers trained and assigned to nearly every discipline of law enforcement. The agency is organized into three divisions: Uniform, Investigative, and Support Services. The Uniformed Division is divided into three 8-hour shifts. The department also maintains a Traffic Bureau, Special

Operations Unit, and Community Services. The department has eleven dispatchers assigned to police and fire dispatching, Police Service Aids assigned to the police desk and lockup facility, and numerous civilian employees assigned to the Records Bureau. The agency has a Detective Bureau, Crime Scene Unit and an Intelligence Bureau.

The Livonia Police Department is also the lead agency for Western Wayne County Mobile Field Force and Western Wayne County Special Operations Team.

3. CEO Biography

Chief Curtis Caid began his career in 1979 as a police cadet and has worked his way through the ranks, being appointed to Chief of Police by Mayor Jack E. Kirksey on October 12, 2011. Throughout Chief Caid's career, he has been assigned to many positions within the department. At the rank of police officer, Chief Caid was assigned to uniform patrol officer, re-assigned as an undercover surveillance detective and then eventually transferred to the Detective Bureau. In 1993, Chief Caid was promoted to the rank of sergeant and supervised the afternoon patrol shift. In 1995, Chief Caid was re-assigned to detective sergeant, responsible for investigating crimes against persons and internal investigations. In 2000, Chief Caid was promoted to the rank of lieutenant and re-assigned to the Uniform Division.

After a short period, Chief Caid was transferred to the Intelligence Bureau. Over the next 5 years, he oversaw all undercover narcotics, criminal surveillance investigations and the expansion of the unit, partnering with the United States Marshall's Fugitive Apprehension Team. In 2005, Chief Caid was promoted to Captain and assigned as the Commander of the Uniform Division. Two years later, Chief Caid was re-assigned to Division Commander of the Administration/Support Services, where he was responsible for budget preparation, training, and records management. In 2008, Chief Caid was promoted to the rank of Deputy Chief of Police, responsible for the day-to-day operations of the department.

During his career, Chief Caid has been a member of the Livonia Police Honor Guard. He is also a member of the field training officer cadre and an instructor in emergency vehicle operations.

Chief Caid received an associate's degree from Schoolcraft College and a bachelor's degree from Madonna University. He is also a graduate of the Northwestern University School of Police Staff and Command, FBI Law Enforcement Executive Development, and the Law Enforcement Executive Leadership Institute at Central Michigan University. Additionally, Chief Caid is a graduate of the Police Executive Development School at Michigan State University. Chief Caid is the immediate past-president of the Southwest Michigan

Association of Chiefs of Police, an advisory board member of the Wayne County Regional Police Academy, and a trustee for Michigan Concerns of Police Survivors (MI-COPS). Chief Caid is also a member of the Michigan Association of Chiefs of Police (MACP), the International Association of Chiefs of Police (IACP), and the High Intensity Drug Trafficking Area (HIDTA) Eastern Police Chief's Alternate Representative.

4. Future Issues

The agency is experiencing difficulties in finding qualified candidates for employment, as many other agencies are statewide. The agency is also having difficulty finding a diverse candidate pool. There were only 15 applicants during the last hiring process, with only 2 of the candidates selected for employment. A detailed recruitment plan may assist the agency in recruitment and retention.

The agency has a succession plan in place with appropriate training being conducted to advance personnel in the department. Currently, the responsibility of developing one's career in the Livonia Police Department rests with the individual employee. Chief Caid is working on a strategy to revise this plan with command staff input.

The current physical plant of the Livonia Police Department is well maintained, but dated. The original building was built in the 1950s and is in need of updating. The grounds surrounding the main building and out buildings are currently open to the public. There is also a fire station next to the police facility. Any person can gain access to police and fire vehicles parked outside, including special vehicles. Chief Caid would like to remedy the outdoor security issues with fencing and controlled access to secure employee-only areas, however, budgetary constraints have prevented the project from moving forward.

Chief Caid is currently seeking permission to hire and assign someone to be the full-time social media person. This person will be responsible for community engagement on as many social media platforms as possible.

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, November 27, 2018, from 9:00 a.m. to 11:00 a.m. The telephone line was tested, found to be functional, and two calls were received.

Alan Maciag, City of Wayne Chief of Police (734) 721-1414

Chief Maciag knows the executive staff personally, they are very professional. He said the Livonia Police Department is a top-notch department, a great department. Chief Maciag has had the opportunity to work with the tactical commander and stated the commander represents the team exceptionally well. Chief Maciag is supportive of the LPD accreditation process and recommends them in the process.

Jason Wright, VanBuren Township Police Chief (734) 699-8912

Chief Wright stated he has had many contacts with the Livonia Police Department's personnel over the years. He stated the staff is always great to work with and everyone is willing to share information; especially information involving investigations. Chief Wright also interacts with Livonia Police Department through the Western Wayne County Special Operations Team. Everyone Chief Wright comes into contact with is very professional and does a very good job. Chief Wright fully supports the agency's efforts to become state accredited.

2. Correspondence

The assessors received one correspondence regarding the reaccreditation process from Dan West, President and CEO of the Livonia Chamber of Commerce. According to Mr. West, his organization is in support of the Livonia Police Department's application for Michigan Law Enforcement Accreditation. Mr. West wrote that he represents 975 members, businesses and organizations, involved in the Livonia Chamber of Commerce, a nonprofit business organization that has served the business community in Livonia and western Wayne County for 68 years. The chamber's relationship with the Livonia Police Department has been strategic and productive for years. In 2018, the Livonia Chamber of Commerce and Livonia Police worked together to coordinate two active-shooter seminars to educate and train the business community. This was an important step towards enhancing the overall community's response to such an incident and give more people a chance at survival. Mr. West also wrote that the Livonia Police regularly make themselves available as a resource to business people and residents. For example, officers and administration routinely answer questions at the Livonia Home Improvement Show and Livonia Business Expo each year. Mr. West stated, "We treasure our relationships with this agency, and we view them as leaders in what a police department can be for a community. We fully support them in their accreditation efforts."

3. Media Interest

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

4. Community Outreach Contacts

Steve Archibald – Assistant Superintendent, Livonia Public Schools
sarch@livoniapublicschools.org

Mr. Archibald has been with the Livonia Public School District for 28 years. He has been working in partnership with the Livonia Police Department since the 1990s. Mr. Archibald said the relationship with the police department is outstanding. He worked with the agency to implement the School Resource Officer (SRO) program. The police presence, in multiple capacities, has been a tremendous resource and has been mutually beneficial to both entities. In the early 2000s, safety programs began with one officer at each of the three area high schools, now, each SRO works mostly out of each high school and provides support at the respective feeder schools. SROs have the specific skill sets and the well-established police department process continues to select officers that work well within the schools and with students and staff. He said the Livonia Police Department has had a responsiveness to the school's needs; the agency's response and communication helps to present a united front to parents through the partnership provision of training centered around safety and security. Mr. Archibald is supportive of the Livonia Police Department's accreditation process and recommends them for accreditation.

James Inglis, Executive Director, Livonia Housing Commission (248) 477-7086

Mr. Inglis has worked with the Livonia Police Department to coordinate active shooter training for Housing Commission staff and public housing residents. He cherishes his agency's relationship with the police and is supportive of the agency's efforts towards accreditation.

Wail Bamieh, Owner, Annie's Family Restaurant and Bakery (734) 421-4349

Mr. Bamieh supports the agency's efforts towards accreditation. He partners with the Livonia Police Department regularly by providing meals at community events. He appreciates the professionalism of the police department's staff.

Lynda L. Scheel, Treasurer, City of Livonia (734) 466-2244

Ms. Scheel stated that her department has an excellent working relationship with the police department. The agency recently assisted her with an internal investigation regarding missing money which had a successful conclusion. Ms. Scheel stated she has never received complaints from citizens about the police and she has high regard for the public safety departments in Livonia. The police department is also very open and responsive to budgetary issues and the police department appears to be about building good relationships within the community. She is also a graduate of the agency's citizen academy, which she enjoyed very much. She said that she did not realize the complexity of police

work and has been working to promote the citizen's academy ever since her graduation.

Dennis K. Wright, Mayor, City of Livonia (734) 466-2200

Mr. Wright has high regard for the police department. He said the community is a safer place because of the department's involvement in the community. He said the police department just gets things done and he said that he is very proud to work with all the employees at the department. He said the members of the police department live and breathe their mission statement.

5. Agency Ride-along

On Monday afternoon, Assessor Mills conducted a ride-along with Officer Alex Maher. During the ride-along, Officer Maher was dispatched to assist a citizen with a dispute regarding a prescription at a local pharmacy. Officer Maher was very attentive and was an excellent listener as the complainant explained the situation. He was very professional and kind, he was a true problem solver and assisted the citizen with the dispute resolving the matter successfully. Also during the ride-along, Officer Maher assisted a disabled motorist who was blocking a traffic lane on a busy street. Officer Maher demonstrated a thorough knowledge of the agency's policies and directives and seemed proud to be a Livonia Police officer.

6. Community Involvement

Each year the people of Livonia celebrate the anniversary of the founding of the City with a week-long birthday party. The event is called the Livonia Spree and is held at Ford Field Park on Farmington Road. The Livonia Spree has something for everyone in the family: delicious food; great music ranging from Country to jazz; a fantastic family carnival; and the Grand Finale Fireworks Extravaganza. The Livonia Police Department plays a major role in the planning for this event, deploying police officers, reserve officers, special operations and in conjunction with many other volunteers.

The Livonia Police Department has an active volunteer Community Emergency Response Team (CERT). The emergency management program has oversight of CERT through the police department. The emergency manager reports directly to the Livonia Police Chief. This group of volunteers assist in many community events including, the Dearborn Memorial Day Parade, the Lincoln Park Parade, the Canton Cup, Summer Fest and the Livonia Spree. The volunteers enhance the level of safety in the community by educating citizens in crime prevention and safety topics.

The agency also provides an opportunity for community members to attend a citizen's police academy. The academy is a ten-week program designed to give

the public a working knowledge of the police department's personnel, specialty teams, divisions and an overall picture of the Livonia Police Department. It is the agency's intent to share with the participant's public awareness about the police department and increase rapport with citizens through an educational process.

The agency has an active school resource program. There are three high schools within in the city limits of Livonia. There is one police officer assigned to each of the three high schools. The officers are employing a community-oriented policing philosophy and are working in collaboration with the school district on school safety.

The agency also has an active police chaplain program. The program promotes positive relationships between law enforcement officers and the community. The agency is also engaged in many other community outreach activities including: Shop with a Cop, neighborhood block parties, Cooking for Kids, the Detroit Police Department's Field Day, and a Drug Take Back program. Additionally, the Livonia Chamber of Commerce and Livonia Police Department work together to coordinate active-shooter seminars to educate and train the business community.

The agency has an active presence in social media. The department is primarily using Facebook, Twitter, and Nixle to communicate with citizens on social media platforms. This has been a successful endeavor and the police department wants to expand the program.

F. Essential Services:

Chapter 1 – The Administrative Function

Direction of Personnel

The Chief of Police is considered the ultimate authority for the content and adoption of the provisions of the agency's written directive system. The written directive system ensures compliance with all applicable federal, state and local laws. The Chief of Police, or designee, is authorized to issue, modify, repeal, amend, revise, or approve agency written directives. The directives were constructed in a logical manner with employee duties and responsibilities clearly defined, including constraints on employee actions and expectations. The written directive system had a clear structure and format. There are procedures for staff review prior to issuance and the agency has comprehensive mission, vision and value statements.

Fiscal Control

The agency has three cash accounts; one in the Administrative Division, one in the Detective Bureau, and another in the Intelligence Bureau. The Chief of Police has identified one person in each division who may accept or disburse monies

from the cash accounts. Petty cash can only be used for purchases of \$50 or less. Any purchase of greater than \$50 requires authorization from the Chief Executive Officer. The Administrative account is reconciled monthly. The other accounts are reconciled quarterly.

Internal Affairs

The Chief of Police is ultimately responsible for the internal investigation function of the agency. Complaints may be initiated in person, over the telephone, or in writing; either internally or externally. Anonymous complaints, or complaints filed by individuals who wish their names to be held in confidence, are also accepted for investigation. Cases are assigned to superiors, who conduct special investigations. The CEO makes final determinations of all internal complaint investigations. All internal investigation files are properly secured with limited access.

During the assessment period, fifteen internal investigations were conducted; one was sustained for improper conduct, twelve were closed as unfounded, one was closed as unsubstantiated, and one was closed as exonerated. The agency did not identify a need to change policy and did not identify any additional training needs.

Disciplinary Procedures

The agency's written directive system details the rules, regulations and expectations for employee conduct. 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.

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 Livonia Police Department. 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, mistreatment of individuals based on age, race, ethnicity, national origin, religion, sexual orientation, gender identity or expression, economic status, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement.

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. There were no reported incidents of workplace harassment during the assessment period.

The police personnel have structured unity of command. The Livonia Police Department Chief of Police is supported by a deputy chief and leads three separate divisions; Patrol, Detective and Support Services. All divisions are commanded by a captain. The Livonia Police Department currently has 136 sworn personnel.

The agency operates its own Public Service Answering Point (PSAP). The PSAP receives all 911 calls for service and dispatch calls for service for public safety, police and fire, in the City of Livonia, Michigan. 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/Chief of Police, an acting director is appointed from the senior command staff.

The agency is self-sufficient with officers trained and assigned to nearly every discipline of law enforcement. The Uniformed Division is divided into three 8-hour shifts and police officers are assigned to six patrol districts during each shift. The department also maintains a Traffic Bureau, Special Operations Unit, and Community Services. The department has eleven dispatchers assigned to police and fire dispatching, as well as, Police Service Aids assigned to the police desk and lockup facility.

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 of readiness and report any malfunctions, damage, or loss of equipment immediately to their supervisor. 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.

The agency also deploys two canines; one trained in drug detection and the other trained in explosives detection. All officers wear body-cameras during their tours of duty.

Public Information

The agency has an assigned public information officer (PIO). Information in connection with an investigation of an event or crime may not be released unless authorized by the PIO, Chief of Police or another authorized designee. The PIO, or designee, ensures that all information released is in accordance with departmental policy and state law regarding confidentiality. Press releases are

issued by electronic mail and social media. The Livonia Police Department cooperates fully and impartially with authorized media personnel by assisting their efforts to gather factual public information pertaining to activities of the agency.

Agency Records and Computers

The agency has a detailed written directive system describing field reporting, follow-up investigations, and the approval of reports by supervisors. The department controls access to agency records electronically with records management passwords. Any hard copies of reports are stored in a file room where only records staff have access. Juvenile records are kept separate. There are also extra security measures for non-public records.

All freedom of information requests are handled by records personnel. 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 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. Officers involved in field training will 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 field training program is properly supervised by a sergeant.

Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks. The agency has a remedial training policy; however, the written directive lacked direction for required documentation of the remedial training.

The agency annually employs a 40-hour training block called Police Officer Refresher Training School (PORTS). During the week long block of training, the agency provides the listed department annual mandatory training, as well as, basic refresher police officer training in an effort to maintain basic police skills. Specific required annual training topics were properly identified in the written directive. Annual training included firearms, hazmat, use of force, defensive tactics, bias-based policing, and ethics. Agency authorized in-service training

focuses on any changes in case law affecting law enforcement, interview and interrogation techniques, crime prevention, collection and preservation of evidence. No additional training needs were identified during the assessment period.

The CEO recently gave a reading assignment to the police command staff. Each commander was to read the President's Task Force on 21st Century Policing and write a summary outlining specific recommendations related to how the recommendations applied to the Livonia Police Department. The exercise was successful in obtaining pertinent ideas for the police chief to consider in future agency programs.

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, and an employee collision and review process. No employees used the employee assistance program during the assessment period. 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

All sworn agency personnel receive documented annual 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. The evaluation system has a clear appeal process.

The written directive regarding performance evaluations did not include a mandated annual performance evaluation for full-time non-sworn employees. During the on-site, the written directive was amended to include a provision for annual performance evaluations for full-time non-sworn staff. During the self-assessment period, feedback was shared with non-sworn staff, however, there was no formal evaluation process. The City of Livonia Human Resource

Department is currently developing a formal process for the agency to use in the near future.

The agency has an established early warning system. Supervisors use the system confidentially and consistently. No employees were identified as needing assistance during the assessment period.

Promotion of Sworn Personnel

The promotional process and requirements to be considered for promotion are outlined in the collective bargaining agreements and the Civil Service Commission. The process includes a scoring system; as well as, a written test, a performance test, an oral interview, and department rating. During the promotional process, the CEO reviews performance evaluations, training, and other requisite qualifications for promotions when deciding on advancement of personnel.

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 simply stated; clear and understandable. 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. 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 123 males and 13 females, three Asian, and one Hispanic. The department currently does not reflect the city's demographics for African Americans. The agency should consider other recruitment activities which would bring a more diverse candidate hiring pool. Future recruitment plans should also include more detail, establishing clear definitions of the goals and objectives, identifying methods to achieve desirable goals and objectives or conditions, and listing activities for achievement of the established goals and objectives.

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 agency follows Civil Service Commission Rules and Regulations regarding selection and hiring of new full-time personnel.

Reserve Officers and Civilian Volunteers

The agency has an active reserve officer program. The reserve program currently has 39 members who assist at various community events. The labor agreement requires two sworn officers for each deployed reserve officer, which

assists the agency with appropriate staffing of community events. The agency also has a Civilian Emergency Response Team (CERT). CERT is a volunteer group that assists during emergency situations, disaster response, search and rescue, and emergency preparedness. There are also two police chaplains available for the department to use. The volunteers are very active and the programs are extremely successful.

Chapter 3 – The Operations Function:

Arrest, Search and Seizure

The Livonia Police Department is a full-service agency with arrest powers. The agency and its policies follow the U.S. Constitution in relation to arrest, search and seizure. The agency recognizes the foundation set forth in the Fourth Amendment. The agency policy 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. Within 72 hours, misdemeanor offenders are transferred to Calhoun County Jail and felony offenders to Wayne County Jail.

The agency only conducts strip searches on an in-custody arrestee 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 desk officer in charge. 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 Livonia Police Department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has four interview rooms located on the premises which have audio and video recording capability. The agency's written directive indicates that interview rooms are equipped with camera systems capable of providing visual and audio live feed. Officers can summon assistance through visual or verbal gestures.

Use of Force

Thirty-three use-of-force reports were completed during the assessment period. The agency conducts a thorough review of each use-of-force incident. Officers complete a use of force report and a supervisor provides an incident summary and evaluation of each incident; remarking on reasonableness and accordance with agency guidelines. The agency completed a detailed and meaningful review

of the use-of-force incidents for the evaluation period. The report went into detail outlining the past three-year history and shows a thorough understanding of what's occurring in the agency as it relates to the community. The report, to date, documented a combined 56,477 calls for service and 5,121 adult arrests. The agency engaged in 33 use of force incidents; 30 of which occurred while making arrests. There were three instances of Taser deployment and one incident of deadly force.

In summary, Livonia officers conducted their law enforcement duties without using force approximately 99.94% in totality of incidents. The Livonia Police Department attributes the low number of occurrences directly to officer training, integrity, professionalism, accountability, and commitment to the citizens they serve.

Communications

The Livonia Police Department has their own Communications Center for all emergency calls for service and routine calls for service. The onsite team toured the facility and spoke with the agency's telecommunicators. The staff was very knowledgeable regarding department policy and current best practices.

The Communications Center has a back-up generator onsite that will automatically engage, supplying power to the Communications Center in order to maintain operation. The generator goes through a weekly test and is accessed and monitored by agency staff. The Communications Center is equipped with an Uninterruptible Power Supply (UPS), which is designed to bridge the gap between any power outage and when the generator provides power. The Communication Center is also next-generation compliant.

Field Activities

During the assessment period, there were 29 traffic pursuits, 22 of which were terminated. Of the seven pursuits not terminated, three ended with the utilization of a trained pursuit tactic (two boxing in maneuvers and one Precision Immobilization Technique or PIT maneuver). Only two of the pursuits involved a crash. Every pursuit is thoroughly investigated, on its own merits, by the shift supervisor at the time of that particular pursuit. All actions during this accreditation period were found to be appropriate and within the scope of policy. These investigations and reviews lend themselves to the totality of information tallied and analyzed annually, identifying recommendations for continual policy and data review, supervisor monitoring, and incident investigation.

The Livonia Police Department has in-car computers available in each patrol vehicle, accessible to each patrol officer, as well as body cameras. All video is retained and accessible via CLEMIS (Court and Law Enforcement Management

Information System). All CLEMIS retention services are in accordance with state retention guidelines.

The agency has a foot pursuit policy and procedure which complies with the standard. The written directive has a section which states that reinstatement of a previously terminated pursuit is permitted with supervisory approval after the officer considers safety concerns and the severity of the situation.

Assessor Mills attended the afternoon shift briefing on November 26, 2018. The incoming shift of police officers and dispatchers were in attendance. The shift supervisors shared information on residents making threats towards others on social media, a house check of a recent house fire location, a local custody dispute, and also shared area broadcasts from the Law Enforcement Information Network (LEIN).

Traffic Safety and Enforcement

The Livonia 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 arrest when appropriate. The agency supports a Traffic Bureau staffed with one sergeant, two road patrol officers, one follow-up investigator and one motor carrier officer. All five have received advanced traffic crash investigation training and three have received accident reconstruction training.

Homeland Security/Critical Incidents

The agency has a critical incident system in place. The written directive includes command, operations, planning, logistics and fiscal responsibility. Annually, the agency participates heavily during the Livonia Spree, the annual birthday celebration of the City of Livonia. The agency uses a well-drawn plan outlining all aspects of the Incident Command System during this event and other significant community events.

Chapter 4 – The Investigative Function:

Criminal Investigation

The patrol bureau officer-in-charge reviews each complaint, sending complaints that need follow-up to the applicable bureau. The bureau commander considers solvability factors when screening cases for follow-up assignment. A policy is in place for eyewitness identification.

The agency uses a citizen survey to gain information from citizens in an attempt to improve services to the community. Each month, random reports are

generated based on Calls for Service (CFS) that have resulted in follow-up investigation by the Investigative Section. The random selection determines which individual survey cards are sent to victims and complainants in an effort to evaluate. Nearly all the returned surveys contain positive comments about professionalism, competency, and respect.

Crime Scene Processing

The agency has investigators available 24-hours a day. The agency's personnel appointed as Field Evidence Technicians (FET), and those persons in the Crime Scene Unit (CSU), are trained in latent fingerprint recovery, photography and videography, crime scene sketching, collection and preservation of evidence, and other forensic procedures. FETs and the CSU services include crime scene processing. All officers are trained in the preservation, collection and processing of evidence; however, when determined by the responding officer or supervisor that a scene is serious in nature, FET or CSU is called to the scene to collect the evidence.

Storage of Evidence and Property

Appropriate policies are in place for general property processing and evidence collection. The agency has two large, well-organized property rooms. Only the property officers have access to the rooms. The doors are key-locked with key fobs at the outside entry point. There are several two-way lockers for officers to put large pieces of evidence into, along with smaller lockers in which evidence is placed and secured until the property officer comes in. The agency also has a large inside vehicle bay which can be secured to limit access in the case of a vehicle or large items that can't be secured in a locker. The agency has a large safe available for narcotics storage and a well-organized system for weapons storage. Evidence that needs lab submission is sent to the Michigan State Police Lab in Northville. Appropriate policy for transmission and chain of custody is 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. Incidents involving the use of public notification systems (A Child is Missing), LEIN and NIXLE messaging were successfully implemented and documented accordingly.

Special Investigations and Operations

The agency has a written directive in place addressing special investigations involving criminal activity associated with organized crime, narcotics and vice crimes. Additional written directives address special operations to include surveillance, decoy, raid and undercover operations. The Livonia Police Department utilizes a metro special response team with members of the Livonia Police Department and neighboring agencies.

The Livonia Police Department is the lead agency for the Western Wayne County Mobile Field Force and the Western Wayne County Special Operations Team.

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

Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

The Livonia 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 compartment.

All custodial arrests are brought to the Livonia Police Department Holding Facility. The facility is a 72-hour holding area within police headquarters. There is sight and sound separation for males, females and juveniles. The facility is secure and 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.

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 ten standards in applied discretion.

- *Standard 2.2.2 Annual Evaluations*

ISSUE: Written directive did not include a mandated annual performance evaluation for full-time, non-sworn employees.

AGENCY ACTION: During the on-site, the written directive was amended to include a provision for annual performance evaluations for full-time,

non-sworn employees. The assessors also found no formal evaluation process for full-time, non-sworn employees; however, performance feedback was being provided to the employees. A plan is being developed for a formal process by the agency, therefore, this standard was not placed in the section for standards non-compliance.

- *Standard 3.3.3 Meaningful Review Required*

ISSUE: Written directive did not indicate that a meaningful review of each use of force incident be documented.

AGENCY ACTION: The written directive was changed to require a meaningful review.

- *Standard 3.4.2 (d) Recording Information on Calls for Service*

ISSUE: Written directive did not include obtaining a phone number of the reporting party.

AGENCY ACTION: The written directive was changed to include obtaining a phone number of the reporting party.

- *Standard 3.4.3 (e) Communications Protocols*

ISSUE: Written directive did not include procedures for responding to field personnel during emergency assistance calls.

AGENCY ACTION: The written directive was changed to include a procedure for communication personnel to follow during field personnel emergencies.

- *Standard 3.4.4 Preservation of Recordings*

ISSUE: Written directive did not include the following: specific language for maintaining 911 recordings for at least 31 days; procedures for routine securing of 911 recordings according to a retention period; and a procedure for requesting copies of stored 911 recordings.

AGENCY ACTION: The written directive was changed to include provisions for maintaining 911 recordings for at least 31 days and procedures for securing such recordings and requesting such recordings.

- *Standard 3.5.2 (j) Motor Vehicle Pursuits*

ISSUE: Written directive did not include language on a procedure for re-instating previously terminated pursuits.

AGENCY ACTION: The written directive was amended to include a provision for re-instating previously terminated pursuits with supervisory approval after the officer considers safety concerns and the severity of the situation.

- *Standard 3.5.3 Roadblocks and Forcible Stopping*

ISSUE: Written directive did not include procedures for any tactics involved with roadblocks, tire deflation devices, boxing in, or heading off pursued vehicles or requiring training in use of the described tactics.

AGENCY ACTION: The written directive was amended to include procedures for the established tactics for roadblocks, tire deflation devices, boxing in, or heading off pursued vehicles and mandated training in the use of such tactics.

- *Standard 3.5.6 (a) and (d) Mobile Data Computers*

ISSUE: The written directive did not include a commitment to abide by FBI and Criminal Justice Information Services policies and user agreements, or any language prohibiting the introduction, modifying or altering of authorized software.

AGENCY ACTION: The agency added language to include a commitment to abide by FBI and Criminal Justice Information Services policies and user agreements. The written directive was also modified to include a prohibition against introducing, modifying or altering authorized software or related components.

- *Standard 4.3.3 Temporary Storage*

ISSUE: The agency's written directive did not include procedures for the temporary storage of evidence and property.

AGENCY ACTION: The written directive was rewritten to include documented procedures for the temporary storage of evidence and property.

- *Standard 4.3.5 Quality Control*

ISSUE: Written directive did not establish quality control protocols and procedures for evidence and property.

AGENCY ACTION: The written directive was amended to include written protocols and procedures.

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 2.1.3 (b),(c),(e) Extra-Duty Employment (Side Jobs)

I. Standards Noncompliance Discussion:

The agency had no standards in noncompliance.

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 more detail; establishing clear definitions of the goals and objectives; identifying methods to achieve desirable goals and objectives or conditions; listing activities for achievement of the established goals and objectives; and outlining specific attempts to recruit, hire and promote the underrepresented. The agency is actively recruiting; however, the current plan did not thoroughly document all the agency's recruitment activities.

The agency has a comprehensive policy manual which contains excellent policy statements which comply with most of the accreditation standards. The agency also has a procedural manual which identifies specific criteria, guidelines and processes for officers to follow when complying with department policy. However, many of the accreditation standards which specifically ask for criteria, guidelines and procedures were not properly identified in the self-assessment period. Future accreditation files will need to include written directives in standards which require procedures, protocols, criteria, and processes for compliance. During the on-site assessment, many of the written directives were amended to comply with the accreditation standards, in the future, more care will need to be placed in accreditation file construction. The agency does have proper practices, guidelines, procedures, protocols and department processes, however, the

procedure manual should be formalized into a single source document or software source.

The current physical plant of the Livonia Police Department is well maintained, but dated. The grounds surrounding the main building are currently open to the public. Any person can gain access to personal vehicles and police vehicles parked outside, including special vehicles which include the police mobile command post. Consideration should be made at securing the site by controlled access to private areas.

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 the one exception and waiver noted. Accreditation is recommended.

Daniel J. Mills, Team Leader
Date: December 6, 2018

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



Program Director Neal Rossow
Date: December 30, 2018