

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



Onsite Final Report

Sturgis Department of Public Safety

January 9th – 10th, 2024

Team Leader: Lt. Matthew Ivory

Team Member: Sara Lebron

A. Agency name, CEO and AM:

Sturgis Department of Public Safety
122 N. Nottawa St.
Sturgis, MI 49091
(269) 651-3231

Ryan Banaszak
Director of Public Safety

(Vacant)
Accreditation Manager

B. Dates of the On-Site Assessment:

January 9th – 10th, 2024

C. Assessment Team:

1. Team Leader: **Matthew Ivory, Lieutenant**
White Lake Township Police Department
7525 Highland Rd
White Lake, MI 48383
mivory@whitelakepolice.com
(248) 698-4400

2. Team Member: **Sara Lebron, Professional Standards
Administrative Assistant**
Chesterfield Township Police Department
46525 Continental
Chesterfield, MI 48047
slebron@chesterfieldpolice.org
(586) 716-3200

D. Community and Agency Profile:

1. Community Profile

In 1827, Judge John Sturgis came to the St. Joseph Valley area in southern Michigan territory and settled in what is now Sturgis. Legend has it that Sturgis was chosen as the town's name because Mrs. John Sturgis baked a pan of biscuits and sent them to a surveying party near their cabin. Lewis Cass, who later became governor, was part of that surveying party. When the time came to name the town, Governor Cass remembered the biscuits and was insistent that the town be named Sturgis. In 1896, Sturgis officially became a city.

Sturgis is a Sister City to Wiesloch, Germany. In 1966, the cities of Wiesloch and Sturgis decided to form a Sister City partnership that grew out of President Eisenhower's People-to-People program which was formed to increase cultural awareness and promote friendship. Since the partnership was formed both cities have sent community members, students, and schoolteachers to experience each other's culture. In 2016, Sturgis and Wiesloch celebrated the 50th Anniversary of their Sister City partnership.

Sturgis is known as the "Electric City" due to its municipal electric utility and hydroelectric dam, which date back to the early days of the community. The city-owned electric department has served the Sturgis area since the city's inception in 1896. In 1909, the City of Sturgis approved construction of a hydroelectric dam on the St. Joseph River near Centreville, Michigan. The dam began operation on September 3, 1911, and continues to serve the community. In 2011, the city celebrated the centennial of the Dam as part of "Sturgis Dam Days."

The City of Sturgis runs under a Council-Manager Form of government with a nine-member City Commission. The city is divided into four precincts and two members of the Commission are elected from each precinct with one member elected from the city at large. Members elected from precincts serve a term of four years while the member at large serves a two-year term. Each year in November the Commission nominates one of its members to serve as Mayor and another as Vice-Mayor. The current Mayor is Frank Perez, with Aaron Miller serving as Vice-Mayor.

2. Agency Profile

For many years, while Sturgis was still young and relatively quiet and peaceful, all that was required to protect the community against crime was a two-man police force consisting of a day man (usually called a constable) and a night man (Marshal). The large majority of citizens were law abiding; hence a large force was not needed. After the town's only line of duty death, highly popular nightman, John W. Craig, was shot and killed by two hoboes in the early morning of Tuesday, September 26, 1899, several special depot police were appointed. By 1915 a station was located at 106 N. Nottawa St. along with the city's justice of peace, where court was held.

When tighter security was required because of World War I, additional special policemen were appointed in 1917. The first police motorcycle was purchased October 21st, 1925, and the first traffic light was installed on a trial basis at the intersection of Chicago Rd. and Nottawa St, in August of 1926. In July of 1929 the City purchased a Ford Roadster to specialize in police work and traffic enforcement. The Sturgis Police Department was tied to the Michigan State Police radio network on June 29, 1938, after a radio was installed in the city's police car.

In 1908 the City of Sturgis purchased a former Methodist Church building at 124 N. Nottawa St for use as the municipal fire and police station. Because of the condition of

the building, it was condemned and torn down in 1938. In April of 1939 voters approved the bonds to build a new fire-police station on the site of the old one. Construction began on October 7, 1939, and the firemen and policemen moved in with their equipment on June 15, 1940. The Sturgis Department of Public Safety is located in this same building today.

3. Future Issues

The first issue that will need to be looked at in the immediate future is the agency's RMS system. The current ALERT system that is used has extreme flaws, including the inability to send basic calls for service to supervisors for review. The agency is having to hand write cover sheets for case management tracking. The implementation of a more advanced system such as TIMS or CLEMIS will allow the agency to better manage the cases they take.

Secondly, and arguably the most import aspect will be the training and assignment of an accreditation manager. Director Banaszak is currently acting as the accreditation manger due to issues that arose prior the onsite (see below). While this has given him a fantastic insight into the process which most CEOs do not see or understand, it will ultimately prove too cumbersome for him to keep up and will need to assign someone to manage the day to day accreditation cycle.

4. CEO Biography

Ryan Banaszak – Director of Public Safety

Ryan R. Banaszak graduated with honors from Kalamazoo Valley Community College in 2004 with an Associate Degree in Applied Science-Law Enforcement. In 2015 he graduated from Herzing University where he obtained his bachelor's degree in business administration and management. Ryan attended the 276th session of the FBI National Academy in Quantico, Virginia in 2019 earning a Graduate certificate in Criminal Justice Studies from the University of Virginia.

Director Banaszak began his career with the City of Sturgis Police Department in June of 2005. He was promoted to the rank of Sergeant in 2009, Detective Sergeant in 2013, and then to Deputy Director of Police operations in 2015. During his years of service, he obtained multiple lifesaving, meritorious and unit citations, MADD award winner for Drunk Driving Enforcement and Officer of the Year in 2008 and 2013. Director Banaszak is highly trained and certified in basic and advanced SWAT operations, law enforcement sniper, National Tactical Officers Association Active Shooter Instructor, REID basic and advanced Interviewing and Interrogation, he completed the Michigan State Police Investigator school, and is a licensed Emergency Medical Technician and Firefighter.

Throughout his career Director Banaszak took on many specialized roles within the Sturgis Police Department including Field Training Officer, School Resource Officer,

and Defensive Tactics Instructor. He was assigned to several specialty units pairing up with outside law enforcement agencies including the St. Joseph County Specialty Response Team and the Southwest Enforcement Team as an undercover narcotics officer.

In September of 2020, after 15 years of service, Ryan R. Banaszak was promoted to Director of Public Safety in which he oversees all operations for Police, Fire, and Emergency Medical Services for the City of Sturgis, Michigan.

Outside of his role as Director of Public Safety, Director Banaszak has served as an adjunct Instructor at Glen Oaks Community College and is currently a member of several professional organizations including the Community Corrections Advisory Board and the 911 Board of Directors for St. Joseph County.

5. Accreditation Manager/Issues with Initial On-Site

Since their initial entry into the accreditation process, the Sturgis Department of Public Safety had an assigned accreditation manager. There is currently no accreditation manager for the agency and as such Director Banaszak is handling the duties of the AM.

The initial MLEAC on-site for Sturgis Public Safety was scheduled for December 12th and 13th, 2023. The former AM provided assessors with remote access to files approximately one month prior to their scheduled arrival date. As the assessors started reviewing the files, they discovered numerous problems, including missing proofs, inadequate proofs, and policies that did not match standard language. A google spreadsheet was created and the Assessors provided guidance on the issues. The AM made some efforts to change proofs, however it appeared that the issues were too large in scope to fix.

On December 11th, 2023, Team Leader Ivory received a call from Director Banaszak stating that he just started looking into the on-site files and was displeased with what he saw. He further informed Assessor Ivory that the accreditation manager for the department was no longer working in that capacity and he requested information as to whether or not the on-site had the ability to move forward. Assessor Ivory believed that the issues, while large in quantity, were not so substantial that they could not be overcome with guidance and time. Assessor Ivory contacted Deputy Director Wiles to inform him of the situation and requested permission to cancel the initial on-site date and be allowed to work with Director Banaszak as more of a consultant, in order to bring the department into compliance. Deputy Director Wiles approved this request.

Over the course of two days, Assessor Ivory worked remotely with Director Banaszak, providing information for policy reform and proof management. Over those two days, it became apparent that the agency was in fact following MLEAC standards and had proofs to show as such, however the prior accreditation manager did not properly

document them. At the conclusion of this rework, Assessor Lebron reviewed the updated proofs for compliance. Assessors agreed that a new on-site date could be set. Assessor Ivory consulted Deputy Director Wiles and the on-site was rescheduled for January 9th through January 10th, 2024, with Director Banaszak operating as the accreditation manager.

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 Wednesday, January 10th, 2024, from 10:00 a.m. to 12:00 p.m. The telephone line was tested, found to be functional, and two calls were received.

Kristine Kirsch, Retired CEO from Community Mental Health/Sturgis Resident

Ms. Kirsch is a retired CEO from Community Mental health and is a Sturgis resident. She commended Director Banaszak and the department with their pro-active approach with the community's mental health needs. The Sturgis Department of Public has offered Mental Health training. They brought in a social worker who helped with interactions with the mentally ill. The social worker can help with wellness checks helping clients and families avoid hospitalizations. The use of a social worker, started by The Sturgis Department of Public has expanded to 3 Rivers and other local communities. She stated the SRO program is exceptional and both Watson and Jimenez are a great addition to the schools. Ms. Kirsch stated The Sturgis Department of Public Safety promotes safety within churches and schools. She mentioned Director Banaszak personally taught self-defense to her staff and helped with CPR training. Ms. Kirsch states Sturgis Department of Public Safety is great with the community with programs such as Safety Town and presence in Sturgis Fest.

Ms. Kirsch fully supports the agency's efforts to become state accredited.

Rob Falkenstein – Sturgis Business Owner/Sturgis Resident

Mr. Falkenstein stated that he is a long time business owner in Sturgis and a lifelong resident. He described the Sturgis Department of Public Safety as a strong department with great connections in the community. Mr. Falkenstein stated that his interactions with the Sturgis Department of Public Safety have been positive and professional. The officers were described as "positive with great demeanor."

Mr. Falkenstein fully supports the agency's efforts to become state accredited.

2. Correspondence

The assessors received one email from a citizen in reference to the assessment, which reads as follows:

To Whom It May Concern,

So often people only share their complaints and negativity... I just want you to know that I have had all good interactions with the Sturgis Police Department. Always a nice greeting when they pop in for coffee here at Five Lakes. We have appreciated any time we have needed help here at Five Lakes with unruly customers or theft or counterfeiting. The Department has been helpful and great to work with.

Thank you for your service and the way you protect our town!

Have a great day,

Mia Gilbert

3. Media Interest

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

4. Community Outreach Contacts

There were no Community Outreach Contacts regarding the on-site.

5. Agency Ride-Along/Dispatch Tour

Agency Ride-Along

On January 10th, 2024, Assessor Ivory rode along with Sgt. Aaron Moore for approximately two hours. Sgt. Moore's patrol vehicle was very well maintained, clean, and stocked. Sgt. Moore's uniform was clean, well pressed, and provided a very professional appearance. During the ride-along, Sgt. Moore took Assessor Ivory around the city, showing various landmarks and industries. Sgt. Moore spoke about the police department and community. Sgt. Moore described some of the troubles of rural policing as it relates to recruitment, as well as having a police department that is representative of the community. Sgt. Moore made one traffic stop during the ride. Sgt. Moore used proper officer safety tactics and acted in a professional and courteous manner with the driver, ultimately giving a verbal warning for an expired plate violation. Sgt. Moore was able to answer all of the questions about the Sturgis Department of Public Safety that Assessor Ivory asked. Sgt. Moore was not dispatched on any calls, however he was very attentive to the radio and was monitoring traffic for any needed response.

During the ride-along, Sgt. Moore drove Assessor Ivory over to the St. Joseph County Central Dispatch. St. Joseph County Central Dispatch is the central dispatch center for all emergency service agencies in St. Joseph County. While at the PSAP, Assessor Ivory was able to speak with Stacey Bower, who is the Director of the center. She provided a tour of the center, showing Assessor Ivory the generator and the basic operation of the PSAP. All standards relating to the operation of a communications center that can be observed at the PSAP are in compliance.

Proof of Compliance Observations During Ride-along Activities:

The following observations that confirmed standard compliance were made during the ride-along:

- 1.6.2b Mandatory use of body armor by patrol.
- 3.4.1 Radios were used for two-way communication.
- 3.4.3a/c Methods to identify field units were used effectively.
- 3.5.8 Sgt. Moore wore his seatbelt whenever the car was in motion.

F. Essential Services:

Chapter 1 – The Administrative Function:

Direction of Personnel

The Director of Public Safety has the sole authority to issue, modify, repeal, amend, revise, revoke, or approve any of the rules, written directives, policies, and procedures. The written directives were constructed in a logical manner with employee duties and responsibilities clearly defined, including constraints on employee actions and expectations. The agency uses Power DMS which allows for the policy to be disseminated for review by staff prior to issuance.

Fiscal Control

The agency maintains a cash account in the Records section. There is a cash register that receives money from citizens for items such as FOIA, impound fees, prints, etc. Each transaction is recorded via the register. The register is reconciled monthly, leaving an initial \$50 balance. After the monthly audit, monies are turned over to the city treasurer's office. There are no petty cash or confidential fund accounts at this time.

Internal Affairs

The agency will accept and investigate all complaints, even those made anonymously. Internal investigations are assigned to a supervisor, who has the authority to report directly to the Director of Public Safety. The agency has a well-defined process from the receipt of a complaint through the final disposition and notification to the citizen.

In 2022 the agency received:

<u>Internal Investigations:</u>	14
Sustained:	8
Not Sustained:	0
Exonerated:	0
Unfounded:	6

Analysis:

The analysis was done for a reporting period of January 1, 2022, through December 31, 2022. During this time period, there were no citizen or anonymous complaints. Two were external from other law enforcement agencies. Six complaints were unfounded and one resulted in a suspension of an officer, one written reprimand, and six officer counseling sessions.

No training needs were identified beyond the current training plan. The agency has policy in place to use training and counseling in lieu of discipline when appropriate.

The Disciplinary Process

The agency's written directive system details the rules, regulations, and expectations for employee conduct. Supervisors have the discretion to place employees on administrative leave when it is in the best interest of the individual or agency. 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 governed by a collective bargaining agreement. There were no grievances filed as a result of discipline during the assessment period.

Organization

Bias-influenced policing is strictly prohibited by the agency. There is a clear definition for bias-influenced policing including the reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group as the basis for providing differing law enforcement services or enforcement.

The agency 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 state law. There were no harassment complaints filed during the assessment period.

The police personnel have a structured unity of command. The Sturgis Department of Public Safety has a Director of Public Safety, Deputy Director, and four Sergeants.

The agency currently has 21 sworn personnel and 4 civilian staff members consisting of 2 clerical staff, an executive secretary/records clerk, an animal control/code enforcement officer, and 6 crossing guards.

The make of the agency consists of:

- 1 Director of Public Safety
- 1 Deputy Director
- 4 Sergeants
- 1 Detective
- 1 Investigator
- 10 Police Officers
- 2 School Resource Officers
- 2 Clerical Staff
- 1 Executive Secretary/Records Clerk
- 6 Crossing Guards

The agency also has access to supervisory personnel on a 24-hour basis. In the absence of the Director of Public Safety, the Deputy Director is designated to act in the Director's place.

Agency Equipment and Property

Agency personnel are responsible for all equipment issued to them or physically under their control. It is the responsibility of the employee to maintain all law enforcement related equipment in an operational state and report any malfunctions, damage, or loss of equipment immediately to their supervisor. The agency maintained all stored equipment in a state of readiness.

The wearing of body armor is mandatory for all sworn personnel. All sworn personnel are responsible for the maintenance of agency-issued equipment.

Public Information

The Director of Public Safety and Deputy Director are authorized Public Information Officers and the designated points of contact for the media. Only the Director or designee may make an official statement to the media.

Agency Records and Computers

The agency has a detailed written directive system describing field reporting and the approval of reports by supervision. The department controls access to agency records

electronically with records management passwords. The Director of Public Safety or authorized designee determines what personnel may have access. The Sturgis Department of Public Safety uses both a paper-based and electronic RMS system for field reporting/case management. The Director of Public Safety hopes to move to an updated electronic RMS system in the near future. Criminal, quasi-criminal, and juvenile records are kept designated as such in the management system. There are extra security measures for non-public records in the system and physically.

All freedom of information requests are handled by the agency's record clerk. 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 offsite and is password-protected. Annual security and password audits are performed by a third party. 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. Newly sworn personnel are required to complete an extensive field training program. Officers in field training rotate shifts and assigned field training officers in an attempt to expose newly hired officers to all shifts. Field training officers are properly selected and trained through a documented process. The Director of Public Safety or authorized designee makes the final determination on the selection of field training officers. The field training program is properly supervised by the Deputy Director.

Newly promoted or personnel newly assigned to a specialty assignment receive training consistent with new responsibilities and tasks. The agency has a remedial training policy. During the assessment period, remedial training was conducted to improve officer performance in the area of Felony stops. No other training needs were identified during the assessment period. Specific required annual training topics were properly identified in the written directive. The agency conducts mandatory training, annually, to accomplish the required training, review of material, and assessments. Annual and Bi-Annual training included excited delirium, hazardous materials, use of force, firearms, less lethal weapons (Taser), de-escalation, controlled force, legal update, blood borne pathogens, CPR/AED, and unarmed subject control tactics. Accreditation Manager Knapp did attend accreditation manager training in 2019.

Authorization and Use of Agency Weapons and Ammunition

The Director of Public Safety is the authorizing authority for weapons and ammunition, including specialized weapons. The agency uses a certified/qualified Training

Supervisor for armorer inspections, repair, and replacement. Records of weapons are properly maintained with written guidelines for storage. The agency has a written procedure for removing unsafe weapons and provide a replacement if repairs could not be made that meet accreditation standards. During file review, there was a question of timing in the approval of two new weapons as well as who can authorize new weapons. The issue was corrected during onsite – see applied discretion.

Chapter 2 – The Personnel Function:

Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program (which is administered by Employee Connect Services (ECS)), line-of-duty injury and death circumstances policy, and an employee collision and review process. EAP Services are confidentially provided to members upon member request or upon referral by a supervisor. During the assessment period, there were no serious line-of-duty injury or death incidents. The agency also has an exposure control and reporting policy that ensures employees receive follow-up treatment as required medically. Off-duty employment is permitted with the approval from the Director, however extra-duty employment is prohibited by policy.

The agency also has a written directive addressing critical incident stress. The directive stipulates that an employee may be relieved from duty after a critical incident if it is determined to be necessary by the on-duty supervisor and senior department leadership. Employees may also be required to participate in critical incident debriefs as deemed necessary by the Director or Deputy Director. Such debriefs may be done in an individual or group setting. Referral services and follow-up counselling are available to employees impacted by a critical incident. During this assessment period, there were no critical incidents.

Personnel are required to complete stress recognition training. Such training occurred in 2021. The agency requires that stress recognition training is provided to all employees, not just sworn officers.

Performance Evaluations

All agency personnel receive documented performance evaluations. Performance evaluations are required to be completed on a semi-annual basis (twice per year) for all full-time personnel. The performance evaluation system has a well-defined purpose statement with established and defined criteria, scored on a rating scale. Personnel, depending on assignment, are assessed with a system of six questions that are answered by the employee's direct supervisor with four possible answers including Strongly Agree, Agree, Disagree, Strongly Disagree. The written directive defines rater responsibilities, including the use of forms. Training is provided to evaluators upon promotion and is documented. Evaluations are maintained according to the established retention schedule. If a supervisor and employee cannot resolve a dispute regarding an

evaluation, the employee may make notes on the evaluation to clarify their position. The employee may also appeal the evaluation to the next ranking officer by submitting a written request, at which point an appeals process and hearing will take place.

The agency has an established early warning system which is documented through Benchmark Analytics. The written directive clearly defines the actions and/or behaviors that are to be monitored. Shift supervisors are responsible for ensuring all required information is entered into the system. When an early warning concern occurs, the Deputy Director is responsible for conducting a review with the employee and recommending what corrective action, if any, is required. During this assessment period, there were no fitness for duty evaluations on any employees.

Promotion of Sworn Personnel

The Director or his designee is the administrator of the promotional process. The promotional process is detailed in the agency's collective bargaining agreements (CBAs) and policy. Eligibility requirements, written examination, oral examination, and scoring of other criteria are all detailed within the policy and CBA language. Upon completion of the testing process, a pool of applicants from which the Director selects for promotion is identified. Promotional lists are established and effective for a period of one year. Newly promoted personnel are assigned a probationary period of six months following promotion. The department executed a promotional process for the role of Sergeant during this assessment period. There was only one person who applied for the promotion. Once the written test was completed, the promotion went uncontested, and as such, the remainder of the process was skipped, which is allowed by contract.

The selection criteria and process for special assignments is defined in the agency policy. Interested parties apply by submitting a letter of interest based on directions provided in the position vacancy notice. Candidates are evaluated based on their relevant skills, knowledge, abilities, experience, training, education, past work records and previous performance evaluations. The Director or his designee makes the final decision on appointment to special assignments and the process utilized during selection. Special assignments available are limited to: FTO, property officer, firearms instructor, SRO, Detective, Investigator, defensive tactics instructor, and K9 handler.

Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity and will not discriminate on the basis of any actual or perceived classification or status protected by law. The stated goals and objectives for the plan are clear and understandable and emphasize a desire to achieve a workforce that not only exemplifies the mission and goals of the agency, but also provides a focus on attracting a diverse pool of applicants. The agency has the goal of being diverse, however currently, the agency is comprised of all male officers, all of which are Caucasian, with the exception of one officer who is Latino. Activities for recruiting include attending college/university job fairs, using online resources to advertise job openings, and their

in-house explorer program. A review/revision of the recruitment plan occurs triennially, at a minimum. The recruiting process is overseen by the Deputy Director.

Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a written examination, physical agility test, oral interview, and background investigation. Upon completion of the background investigation, the Director may extend a conditional offer of employment to an applicant, at which time a medical screening, drug test, and psychological evaluation are conducted.

Comprehensive background investigations are completed on all applicants who are provided a conditional job offer prior to employment. The department requires that background investigators be trained in relevant methods to conduct such investigations. The investigations involve, at a minimum, a fingerprint check for criminal records, a check and verification of the applicant's driving history and license status, a verification of at least three personal references, a criminal history check through LEIN/NCIC and a review of the application materials and questionnaire to ensure that the applicant meets eligibility requirements. Medical and psychological examinations are conducted by licensed professionals.

Reserve Officers and Civilian Volunteers

The agency does not have a reserve officer program, however they do have a functioning Police Explorer program, which has defined standards for recruitment, dress, duties, and training.

Chapter 3 – The Operations Function

Arrest, Search and Seizure

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

The agency policy outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency officers bring arrests to the station for processing, however it is rare that detainees will stay in agency lock-up, although the capability is there. Generally speaking, arrestees are brought to the St. Joseph County Jail for lodging on charges. The agency has appropriate policies in place for the care of arrestee dependents. During this assessment period, proof was provided to show that arrestee dependents were turned over to a responsible party for care.

The agency has a proper strip search and cavity search policy in place indicating when and where these types of searches are to be conducted, by whom, and by what

authority. During this assessment period there have been no occurrences of body cavity searches or strip searches.

Interview and Interrogation

The Sturgis Department of Public Safety has established procedures for standards compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has a main interview room, which is recorded using Axon recording equipment. The room is used for interviews of witnesses, victims, suspects, and arrestees.

The designated interview/interrogation rooms are monitored by surveillance video. They have audio and video recording capability. Interviewing officers are able to summon assistance through loud, verbal requests, or by pushing the emergency call button on their portable radios. When an interview is being conducted, additional members of the agency are stationed nearby to render assistance if necessary.

The agency's written directive indicates that investigative officers are required 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. Recording is required for custodial interrogations. The policy also indicates that a maximum of four law enforcement personnel are allowed in the interview room at any one given time.

Use of Force

The Sturgis Department of Public Safety has appropriate use of force policies and procedures in place that meet the accreditation standards.

During the assessment period, the agency responded to seven use of force incidents. A report was completed for each force incident and reviewed by a supervisor. The Deputy Director conducted a meaningful review of each incident as well as completed the annual analysis. Reviews conducted determined that all incidents were justified and in compliance with department policy, procedure and training. No remedial action or corrective action was required and the only trend noted was that half of the incidents involved citizens with mental illness.

There were no occurrences of personnel being removed from duty pending investigation into a use of force and the agency does submit numbers to the National Use of Force Collection Data Base.

Communications

The Sturgis Department of Public Safety uses St. Joseph County Central Dispatch as its Public Safety Access Point (PSAP). SJCCD is located approximately 20 minutes away. It provides dispatch and radio services to almost 45 police, fire, and EMS agencies. The dispatch center uses Intergraph CAD software to record radio and phone traffic. All recordings are kept in compliance of the policy and state mandated retention schedules. All of the SJCCD employees are trained in medical emergency dispatching.

The SJCCD has a procedure in place to handle abandoned 911 calls. They attempt to call back to get a location and will send a car to do a well-being check. The PSAP has access to Phase II location information and RapidSOS to try and determine the location of abandoned calls.

The Dispatch Center has a back-up generator which powers the facility during loss of commercial power. During the assessment period, the generator had a full load test on and passed at building capacity output. The generator will automatically engage if the main power supply is lost thus supplying power to the Dispatch Center to maintain operations. The generator goes through a weekly function test.

Field Activities

During the assessment period, there were twelve vehicle pursuits within the City of Sturgis. The vehicle pursuits originated from minor traffic violations to assisting other agencies to felony level crimes. The Sturgis Department of Public Safety altered their pursuit policy during the assessment period which placed more restrictions on officers' ability to pursue. This caused a drop in the number of pursuits in the second half of the cycle. Police Department policy allows for pursuits by officers who must follow the guidelines appropriately outlined in the policy. Forcible stopping of vehicles, stop sticks, and the use of roadblocks are permitted by policy and proper procedures are in place. Officers receive documented training on authorized forcible stopping and roadblock tactics and procedures.

The foot pursuit policy outlines guidelines for foot pursuits. Officers are permitted to pursue suspects on foot so long as the objectives/rewards of the pursuit outweighs the risks. Officers are not criticized for their decision not to pursue on foot, however there have been no occurrences of an officer choosing not to engage in a pursuit when warranted. There were twenty foot pursuits that occurred during the assessment period. An annual analysis was completed and no officers were found to be in violation of policy. No injuries were sustained by the officers or suspects during the foot pursuit.

The Sturgis Department of Public Safety utilizes in-car mobile data computers to assist officers in the performance of their mission. There are clear policies in place as to how and when to secure terminals during down times. The agency utilizes Axon in-car camera systems as well as body worn cameras. Clear policies are in place to address when cameras are to be activated and what contacts are to be recorded. Videos are retained in accordance with State law.

Officers are given departmental training both at the time of hire and then on a triennial basis for dealing with people with mental illnesses.

The Agency mandates the use of seatbelts for all occupants when riding in department vehicles. This includes a policy for the use of child safety restraints when appropriate.

The agency utilizes a K9 team consisting of one dog and one handler. The K9 is trained in narcotic detection and tracking. No items from the property room are utilized in training and all narcotic training aides are provided by the DEA.

Traffic Safety and Enforcement

The Sturgis Department of Public Safety 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. During the assessment period, the Agency had no occasion to utilize an ICS plan.

CHAPTER 4 – The Investigative Function:

Criminal Investigation

Officers perform preliminary investigations from initial contact. The officer can decide if they investigate the case or forward it to the Detective or Investigator. The Detective Bureau is staffed by one Detective and one Investigator. Policies are in place for interviewing, interrogation, and eyewitness identification. No lineups or show-ups were conducted by the Sturgis Department of Public Safety during the assessment period.

Crime Scene Processing

The agency has qualified personnel to process crime scenes on a 24-hour basis (evidence technicians, accident investigators). Should an incident require an after-hours response for crime scene processing a qualified person is called in. The agency has evidence collection procedures in place and they utilize the Michigan State Police Crime Laboratory for any submissions for laboratory analysis.

Storage of Evidence and Property

Appropriate policies are in place for property processing and evidence collection. The agency has a neatly organized property room with adequate evidence lockers. There is plenty of temporary storage availability as well as an additional evidence storage for long-term and bulk storage. The evidence function has quality control measures in place with restricted access to the property room, which is limited to two identified property personnel. The time-sensitive inspections were completed. The evidence room is neat and orderly. There are additional security measures in place for sensitive and valuable items. Should all temporary lockers be at capacity, the personnel notify the property officer(s) 24/7 to come in and secure the evidence/property. The property room is under 24/7 CCTV monitoring. The Sturgis Department of Public Safety any evidentiary item or in-custody property used by the agency for investigative or training purposes 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 policies in place to address special investigations. The written directives comply with accreditation standards. Information shared with or received from another agency is stored in the records management system via the police report. The agency has appropriate deconfliction procedures in place.

The Sturgis Department of Public Safety does not conduct surveillance, decoy, raid, or undercover operations. The agency has appropriate directives governing confidential informants/sources. There were no instances where an informant/source was used during the assessment period.

Chapter 5 – The Arrestee/Detainee/Prisoner Handling Function

Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

The Sturgis 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 door handles and windows do not operate, and a safety barrier separates the rear holding area from both the officer's area and the rear equipment area. Safety belt use is required when transporting any arrestees, detainees, or any other subjects inside the patrol vehicle. Written directives require that children be transported in an approved child restraint system in compliance with MCL 257.710d. The department has child safety seats available for use if needed.

All custodial arrests are processed and held in the holding cells at the agency. The facility allows for sight and sound separation of males, females, and juveniles. All protocols for fire prevention, suppression, and evacuation, and the security of holding cells are documented and followed.

G. Applied Discretion Compliance Discussion:

This section provides specific information on those standards found to be in-compliance after on-site adjustments were made. Adjustments may include modifying agency policies and directives, creating documentation and alteration of the physical plant. The agency had three standards held as an applied discretion:

1.10.1 – The standard for weapons is that the CEO/authority approves all weapons and ammunition carried and used by the department. The agency was holding training and qualification with weapons that were then being carried, however the approval by the CEO did not take place until a month or longer later.

Action: The policy was updated to reflect that the range instructors have the ability to approve weapons for carry at time of qualification and inspection. The listing is then given to the Director to sign-off. Weapons are considered approved at time of qualification by the CEO, but that approval may be revoked.

4.3.5 – The standard requires semi-annual inspections of the property room to be completed by the supervisor of the property function. There was one completed prior to the initial on-site date, but the second one was not scheduled until after the initial on-site date. These inspections were also only a month apart.

Action: Prior to the rescheduled on-site date, the second semi-annual inspection was completed and a robust schedule for inspections, audits, and inventories was put into place so that the time sensitive items are not missed.

5.3.5 – The standard requires that holding cell inspections are completed and the cell inspection is reported to the person in charge of the function. The proof used by the agency is a sergeant who inspects the cells on a daily basis, with the explanation that the cell inspection is noted on a daily log and the sergeant in charge of the shift is also responsible for the function, effectively stating that they are reporting it to themselves.

Action: During the on-site, the policy was updated to require that anyone completing the cell inspection is to report the findings to a person, one level higher than the person completing the inspection. The agency is now implementing a sign-off sheet that will allow a daily sign-off of the inspection, which will then be submitted to the Deputy Director monthly for review.

H. Standards Noncompliance Discussion:

The agency had 0 standards in noncompliance.

I. Exit Interview with Director Banaszak:

As with almost all agencies, Director Banaszak cites recruitment and retention as the number one issue facing his agency today. He stated that he wants to recruit qualified candidates from a diverse range of society, however it has proven to be a difficult task. He stated that in years past, getting people to come to the city from the east side of the state was easier and it is now almost impossible, which limits the applicant pool significantly. Director Banaszak stated that they are attempting to combat this issue through their explorer program. He further stated that in the next eight years, there will be as many as eight retirements, each requiring the fulfillment of spots. Director Banaszak stated that a huge issue at hand is that clerical staff are currently counted as minimum staffing on day shift, which limits the amount of sworn officers on-duty

Director Banaszak also cited the need for a new RMS management system. The ALERT system which is currently in place is old, outdated, clunky, and full of problems, making records management and report writing a slow and tedious task. When asked about staffing size of the agency, Director Banaszak stated that it the additional of two sworn positions to be placed on the day shift would eliminate many of the problems they have with minimum staffing of sworn personnel.

Finally, Director Banaszak advised that there were previously talks of constructing a new public safety building, however due to fiscal issues beyond their control, the plan was halted. He stated that they are out of room but need to find a way to work with what they have to construct better storage for property.

J. 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. There was one waiver of standards verified during the on-site. The following standard was granted non-applicable waiver:

Standard 2.6.1 Reserve/Auxiliary Officer Program

K. Employee Interviews

Andrew Kuk – City Manager

Andrew Kuk is the City Manager for Sturgis. He has spent the past fifteen years with the city, most of which in the roll of Assistant City Manager. Kuk has been the City Manager for the past year. Kuk advised that the PD does a good job operating from an organizational standpoint. He described the leadership of the agency as forward thinking and stated that Director Banaszak does an outstanding job. Kuk stated that despite being a small agency, he believes that Sturgis DPS tends to set the standard in the area for training, knowledge, and professionalism. Kuk advised there were no improvements that he could think of to be made and further stated that he believed the agency was staffed appropriately for the area and the call volume. He stated that recruitment is tough in the area, as in other locations. He described the city as having a large Hispanic population, however only a couple of officers speak Spanish. Kuk described the relationship between the PD and City Hall as great. He stated he has a good working relationship with the Director and they have a good flow of communication. He stated that the union and City Hall work well together and the previous contract that was just passed only took two sessions to finalize. He stated that there are very few grievances filed. He did state there is a current on-going grievance but upon elaboration, advised that it was not disciplinary in nature. Kuk seemed proud

of the agency.

Det. David Males – Investigations/Union Steward

Det. Males stated that he has been with the agency for 18 years and he hired into Sturgis DPS out of the academy, with Sturgis DPS being his first and only department. Males is currently assigned as the Detective and has held that position for the past eight years. Males advised that criminal investigations are mostly handled by the officers at the time of dispatch. He stated that uniformed patrol officers will handle all aspects of a case from initial dispatch through warrant acquisition. He stated that he will often assist officers when asked or if a case is a major felony, he will take over the case. Males stated that their criminal investigations division, which is comprised of him and an investigator (same basic function) is hoping for a new RMS system soon which will allow for better case management.

We then spoke with Det. Males in reference to Union relations. Males was the Union Vice Steward until approximately one month ago. Males stated that the relationship between city hall and the union is pretty good. He stated that they recently completed a contract with one or two sessions. Male stated that the agency files very few grievances and there is a very good working relationship between the line level officer and administration. Sturgis DPS recently hired a Deputy Director of Police Operations from outside the agency. When asked why the agency chose to go outside for this position, Males stated that it was due to no one in the agency wanting the position.

Lea Lackey – Executive Secretary to Director Banaszak

Lea Lackey is the Executive Secretary to Director Banaszak. Lackey acts as the supervisor for the clerks and oversees records. Lackey walked the assessors through case management as well as day to day operations of the police department. Lackey was able to describe how the ALERT system operates and provided further information as to why the system does not meet the requirements of the department.

Ofc. Sam Watson – School Resource Officer

Officer Sam Watson has been with the agency for eleven years. Watson was born and raised in the community and this is his first and only agency. Watson stated that he comes from a long line of teachers and he is the first to break the mold in his family and attend the police academy. Watson stated that despite choosing to not go into teaching, he has a passion for working with teens and youth. Watson stated that he has been the department SRO for approximately six years and primarily works out of the high school and middle school. Watson stated that he gets to interact daily with the 1000 students who attend the high school. Watson talked about the community engagement projects that the police department does and spoke heavily about the Sturgis Safety Town, as well as the golf outing which is used to fund safety town. Watson stated that he believes the police department has a fantastic relationship with the public, with the schools, and with the youth of the area.

L. Community Outreach and Engagement

The agency conducts various community outreach and engagement projects throughout the year. These include:

The Police Explorers Program
Shop with a Hero (Christmas Shopping)
Safety Town (operational miniature version of Sturgis used for summer camp)
Community Christmas Department Open House
Golf-outing
Meet and Greets with the K9 Unit

M. Summary and Recommendation:

A thorough review of the files for compliance was conducted, supported by observations, interviews, and community outreach contacts. Despite the need for numerous revisions and a rescheduled on-site, it was determined that the agency was in-compliance with all of the established accreditation standards, with exceptions noted. Accreditation is recommended for the City of Sturgis Department of Public Safety.

Respectfully Submitted,

Lt. Matthew Ivory, Team Leader
Date submitted: January 16, 2024