

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



**Onsite Final Report**  
*Initial Reaccreditation*  
**Wixom Police Department**



**December 19, 2023**

**Team Leader: Heather Bromley**  
**Team Member: Matthew McPhillips**



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

**Wixom Police Department** | 49045 Ponitac Trail; Wixom, MI 48393 | (248) 820-6727



*Patch From 1960's through 1970's*



*Patch from 1970's through 1980's*



*Patch from 1980's through 2000's*



*Current Patch*



**Phil Langmeyer**  
Chief of Police

**Mark Bradley**  
Police Lieutenant  
Accreditation Manager

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

Tuesday, December 19, 2023

**C. Assessment Team:**

Team Leader: Heather Bromley, Lieutenant  
University of Michigan – Flint Department of Public Safety  
602 Mill Street; 103 Hubbard Bldg., Flint, MI 49502  
mcdonalh@umich.edu | (810) 762-3330

Team Member: Matthew McPhillips, Sergeant  
Chesterfield Police Department  
46525 Continental Dr.; Chesterfield, MI 48047  
mmcphillips@chesterfieldpolice.org | (586) 949-2322

**D. Community and Agency Profile:**

**1. History**

The journey of the City of Wixom began in the early 1830s, with the first settlers coming to the area. Lewis Norton settled in the southern part of Wixom, and Alijah Wixom settled in the north. The settlements expanded over time. In 1854, the first schoolhouse was built, and in 1865, the first church was built. In 1971, the Flint – Pere Marquette Railroad came through Wixom. The railroad caused the community to expand as more people settled near the railroads. The Lake State Railway continues operation through Wixom today.



*Chief Frank Jadzinski*



Chief D'Arcy Young

Wixom remained a settlement until the Village of Wixom was founded on July 15, 1957. The Village's founding was largely due to the Lincoln Plant that was set to become operational that year. Residents were concerned that the funds from the plant would go to Novi Township, so we became a Village.

On October 14, 1957, the first officers for the new Village of Wixom Police Department were sworn into service. The officers, Frank Jadzinski and Ron Slomkowski, were not paid for their duty to the residents. The Village provided their uniforms, and they had to drive their personal vehicles.

In November of 1958, the Village of Wixom became the City of Wixom, and the City of Wixom Police Department was born. Months later, Jadzinski was sworn in as the first Police Chief, and he led a Department that had grown to four Officers. Jadzinski left the City of Wixom in 1964, and the second Chief, D'arcy Young, was sworn in.



What was once a settlement and farming community has become a jewel of Western Oakland County. Today, Wixom has over 17,000 residents and is served by a police department of 22 sworn officers. Wixom has developed into a vibrant, suburban community that appreciates the work their police department accomplishes.





**2. Demographics (Source: US Census Bureau 2020)**

The City of Wixom, located in Oakland County, is approximately 9.14 square miles. The population per square mile is 1,881.5. The median household income is \$72,896

Wixom is a community of over 17,193 residents with over 8,145 households in the city. The three largest origin groups in Wixom are White, African American, and Asian. The White population makes up 78.5%, the African American population makes up 9.2%, and the Asian population is 6.9%. The Hispanic population makes up 5%, and persons identifying with two or more races make up 2.9%. Female persons make up 52.8% of the population.

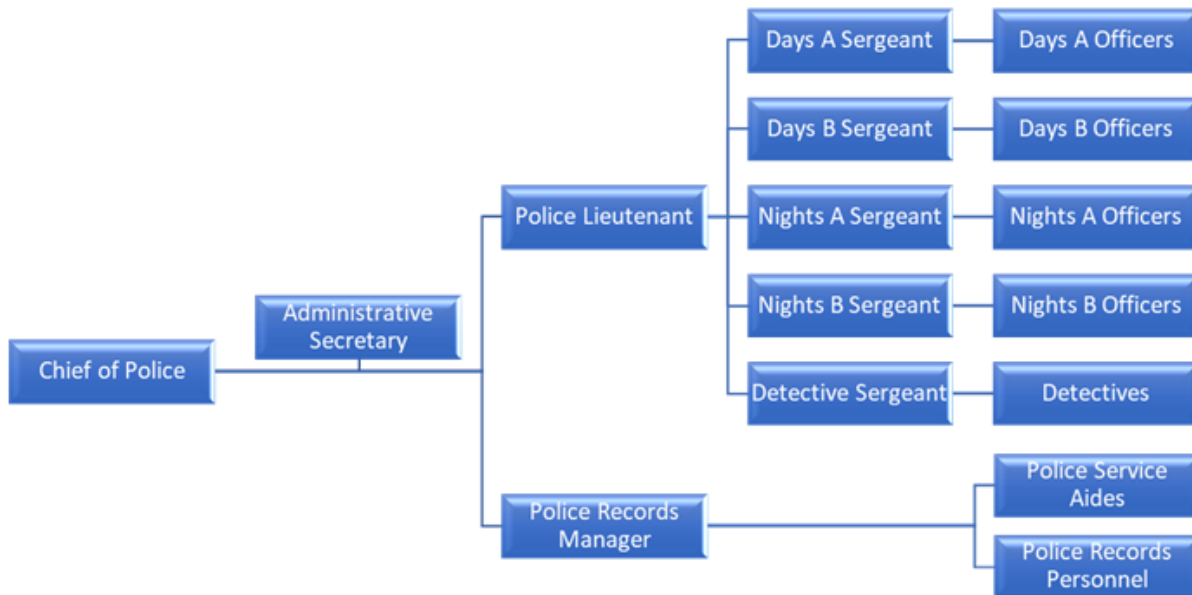
The Wixom Police Department has 33 employees (21 sworn, 4 non-sworn, and 8 non-sworn part-time).

Job	Total	Gender (M/F)	Caucasian	African American	Hispanic	Asian	Other
Chief of Police	1	M	1				
Lieutenant	1	M	1				
Sergeants	5	5 M	5				
Officers	14	12M/2F	14				
Records Manager	1	M	1				
Admin Secretary	1	F	1				
Records Secretary	1	F			1		
Records Clerk	1	F	1				
Media Clerk	1	F	1				
Police Service Aides	6	4M/2F	5				1
Cadet	1	M	1				
<b>TOTAL</b>	<b>33</b>	<b>25M/8F</b>	<b>31</b>		<b>1</b>		<b>1</b>
		<b>75.7% M 24.3% F</b>	<b>93.90%</b>		<b>0.03%</b>		<b>0.03%</b>



### 3. Agency Profile

The City of Wixom City Charter, Section 6.5 establishes the position of Chief of Police; it requires this position to be accountable and responsible to the City Manager for the performance of their duties, which may be prescribed by law, the Charter, the Manager, and/or ordinance or resolution of the Council. The rules, regulations, and responsibilities described herein shall govern the conduct of all members and employees of the Department, whether on duty or at any time while a member/employee of the Department is off-duty, if applicable.



**Chief of Police:** The Chief of Police is the Department's executive officer and the final departmental authority in all policy, operations, and discipline matters. This position exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the Department:

The Chief shall organize, direct, and control all resources of the Department for the most effective discharge of its duty to preserve peace, protect persons and property, and direct the observance and enforcement of all laws of the United States of America, State of Michigan, and the ordinances of the City of Wixom. They shall develop the Department's organizational structure in accordance with professional standards and, by considering sound span-of-control principles, integrate related activities under the control of intermediate supervisors. They shall allow them sufficient authority in performing their duties and hold them accountable for the effective conduct of such activities.

Authority is delegated through the following channels and shall be recognized in the following designated order to the execution level. The reverse shall also apply.

- |                    |                       |
|--------------------|-----------------------|
| 1. Chief of Police | 4. Detectives         |
| 2. Lieutenant      | 5. Police Officers    |
| 3. Sergeants       | 6. Civilian Employees |

<b>WIXOM POLICE DEPARTMENT STAFFING</b>	
Days A	Days B
Sgt. Aaron Breneman	Sgt. Cory King
Ofc. Brian Cheesebro	Ofc. Mike Pistolesi
Ofc. Mark Westenberg	Ofc. Andy Bishop
Ofc. Eric Hess	Ofc. Raleigh Terchenok
Nights A	Nights B
Sgt. Louis Mckalg	Sgt. Paul Machala
Ofc. Greg Evans	Ofc. Madalyn Conner
Ofc. Nick Jovanovski	Ofc. Austin Spring
Ofc. Adam Freshwater	Ofc. Jacob Bloink
Detective Bureau	Traffic
D/Sgt. Dean Caldwell	
Det. Michael Byberg	
Det. Andy Tabor	
	Cadets
	Luke Krzyzak
Service Aides	Records
Ahmed Jaseb	Rec. Mgr. Frank Hamann
Andrey Napolitano	Rec. Sec. Karla Wolfe
Anthony Santilli	Rec. Clerk Kacy Wyman
Lillian Riney	Media Clerk Jene a Sharma
Theresa Choate	
Gabriel Scott	



#### 4. Agency Mission & Values

##### Wixom Police Department Mission:

The Wixom Police Department will provide the highest quality police services to the community.

##### Wixom Police Department Vision:

We believe the people who live, work, and spend time in Wixom should be free from crime, fear of crime, and disorder.



#### 5. CEO Biography



##### **Chief Phil Langmeyer**

Phil is a 1989 Michigan State University School of Criminal Justice graduate. Phil began his law enforcement career with the Grosse Pointe Woods Department of Public Safety as a Public Safety Officer. He moved on to Bloomfield Township in 1992 and retired as Chief of Police after 30 years of service. In July of 2022, Phil was hired as the Chief of Police for the Wixom Police Department and serves in that role today. Chief Langmeyer is honored to work with the men and women of the Wixom Police Department and is proud to lead a department pursuing accredited status.

Phil is a 2013 graduate of the FBI National Academy, class 252. Also, Phil is a 2009 graduate of the Michigan State University School of Staff and Command. After completing Staff and Command, Phil was asked to help facilitate classes for the MSU. Phil assisted with the School of Staff and Command and was the lead facilitator for the First Line Supervisor classes. Phil worked with MSU until 2019.

Chief Langmeyer is an active voting member of Oakland County CLEMIS and serves on the Board of the Oakland Police Academy. Phil is a member of the following organizations:

- o International Association of Chiefs of Police
- o Michigan Association of Chiefs of Police
- o Oakland County Association of Chiefs of Police
- o Southeast Michigan Association of Chiefs of Police
- o Michigan Chapter of the FBI National Academy Associates

#### 6. Accreditation Manager Profile

Lieutenant Mark Bradley is a twenty-two-year veteran of the Wixom Police Department. He earned a Bachelor of Science in Finance from Ferris State University in 1991. He started his law enforcement career after working in the private sector for ten years as a Mortgage Lender. In 2001, Lieutenant Bradley attended the Wayne County Regional Police Academy at School Craft College, graduating as the Class President and receiving the Class Leadership Award. In 2017, he attended the Eastern Michigan University School of Police Staff and Command.

He started his career as a patrol officer and then, in 2007, was assigned as a detective, a position he held for three years. In 2015, he was promoted to Sergeant. He worked



as a Patrol Sergeant for three years until being assigned to the Detective Bureau as the Detective Sergeant. In 2020, he was promoted to Lieutenant, serving in an administrative role.

Lieutenant Bradley has served as a Firearms Instructor and Field Training Officer. In 2022, he was assigned as the Accreditation Manager for the Wixom Police Department. He has attended trainings and conferences through the MACP and has dedicated many hours to the accreditation process. Lt. Bradley has prepared the Wixom Police Department for the accreditation assessment in just over one year.

## 7. Future Issues

The Wixom Police Department is swiftly ending a large hiring cycle, which will result in many retirements. The agency knows the need to recruit, hire, and train officers to replace the vacated spots.

Currently, the agency is leveraging MCOLES grant monies to support its cadet program, which backfills vacated positions and increases current employees' familiarity with the agency and community, helping with overall fit and retention.

Like many law enforcement agencies across Michigan, the agency continues to work diligently on recruitment, hiring, and retention. This will remain a focus as they continue to provide the highest quality police services to the community.

## 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 commission's attention that otherwise may be overlooked.

### 1. Telephone Contacts

There were six (6) calls during the open call period.

#### a. **Jim Cutright – Resident**

As a resident of the City of Wixom for 40 years, he describes the Wixom Police Department as fantastic. They are helpful, friendly, and courteous. One can see them around the city talking with and helping people. They are approachable and professional, and he could not have asked for a better police department for his community.

#### b. **Sandy Tawse – Resident & Business Owner**

As a business owner in the City of Wixom for over 40 years and a resident for 34 years, she has complete admiration for the police department and its employees. She appreciates the way they handle events and keep people safe, as well as their service in patrolling the community. If you call them, they respond. She cannot say enough good things about the agency.

#### c. **Russ Merideth – Resident**

As a resident of the community, a member of the Board of Directors, and past Chair of the DDA, he describes the Wixom Police Department as outstanding. They are communicative with community members and always helpful in discussing safety. They support other agencies in the area and are quick to respond to in-progress needs in the City. Both the former chief and Chief Langmeyer have done an outstanding job leading the agency. All members are friendly and engaging.



**d. Roberta Merideth – Resident**

Ms. Merideth indicated that Wixom Police Department staff are always at City events. They are personable and interact with the citizens and visitors. She finds them serviceable and very helpful that they provide bicycle patrol officers on the multijurisdictional trail when it runs partly through the City. It is a reassurance that the officers patrol the trail.

Last year, her husband had a medical emergency, and officers responded to their home to assist. She found herself quickly overwhelmed by the situation. Without asking, an officer noticed her distress and came to her assistance. It meant a lot to her that the officer was aware of her needs during the crisis. It is the small things like that which the officers do – from small services to great services.

**e. Cathy Russel – Elementary Principal**

Ms. Russel is a principal at Wixom Elementary and has been there for 20 years. During these years, she worked with the City and Wixom Police in forming the TEAM program (teaching, educating, advising, mentoring) to replace the DARE program. The agency and its members come to the school yearly to work with students. They also provide ALICE training. She feels their school is ahead in education due to training and support from the agency. They take it upon themselves to walk the building and be seen daily, even with no formal school resource officer agreement or program. The officers are familiar with the layout, and if called for anything, they respond to help in support of both students and staff.

**f. Kerry Cutright**

Ms. Cutright explained that Wixom Police Department officers supported her family during a time when her daughter was involved in an interpersonal violence situation. They ensured the physical safety of the family at their home, protecting them from harm during an active service need. She describes the officers and agency as wonderful.

**2. Interviews**

There were two (2) interviews during the on-site assessment.

**a. Pat Beagle, Mayor of City of Wixom**

Mayor Beagle is pleased that city management and police department members work together in attendance at area homeowner association meetings where the agency members provide safety recommendations and safety tips for homeowners. They are responsive to the needs of the community.

Eleven years ago, the Mayor and a fellow councilman started TEAM when DARE programming was sunsetted. The TEAM (teaching, educating, advising, mentoring) program serves 5<sup>th</sup> grade students at area elementary schools. Formulating the program with local stakeholders, it now provides twelve weeks of safety education with the mission of creating good relationships between youngsters and their police officers in Wixom.

Mayor Beagle and the Wixom City Board support the police department's initiative to meet industry best practices and their goal of achieving state accreditation through MLEAC.



**b. Steve Brown, City Manager of the City of Wixom**

City Manager Brown describes the city council as a healthy board with a good working relationship with the Wixom Police Department. They all work together to benefit the City and its residents, employees, and visitors. He is pleased with Chief Langmeyer's leadership of the agency. He states the officers all have positive attitudes, and the agency has a good working relationship with city employees and community members.

**3. Written Correspondence**

The agency received one (1) written correspondence:

• **Lia Johnston, St. Catherine of Siena Academy**

*Dear Accreditation Program Manager,*

*I am writing to express my gratitude for the unwavering support and dedication that the Wixom Police Department extends to St. Catherine of Siena Academy. The department's commitment to ensuring the safety and security of our school community has been invaluable, and we are incredibly grateful for this partnership.*

*The presence of Wixom Police officers during our drop-off and pick-up times has provided a sense of safety and reassurance to our students, parents, staff, and faculty. The proactive approach in regularly visiting our premises to ensure that everything is running smoothly demonstrates the department's genuine concern for our well-being.*

*The Wixom Police Department's willingness to address any law enforcement-related queries or concerns that arise within our school community has been immensely helpful. Chief Langmeyer's readiness to assist with any inquiries reflects the department's commitment to fostering a secure environment for our students, faculty, and staff.*

*The support of the Wixom Police Department goes beyond routine patrols. The officers' presence at school events, including dances, guest speakers, and athletic events, has been a tremendous asset. The visible police presence not only enhances the safety measures but also creates a positive atmosphere, allowing our students to feel secure and focus on enjoying these moments.*

*The emphasis on prioritizing the security of St. Catherine of Siena Academy is truly commendable. Knowing that the safety of our school is a top priority for the Wixom Police Department gives us peace of mind and allows us to concentrate on providing a nurturing educational environment.*

*We are honored to have such a dedicated and supportive law enforcement agency working in collaboration with our school community. The commitment to ensuring the safety and well-being of our students and staff is deeply appreciated and does not go unnoticed.*

*Once again, thank you for the outstanding service and unwavering support. We look forward to continuing this partnership in creating a safe and conducive learning environment for our students.*

**4. Social Media and Media Responses/Inquiries**

There were no social media postings or media inquiries.



## 5. Agency Ride-along

On December 19, 2023, Assessor McPhillips went on a ride-along with Officer Bishop for approximately one and a half hours. Officer Bishop was previously a police officer in Ohio before moving to Michigan and beginning his law enforcement career with the Wixom Police Department in 2019. Officer Bishop currently oversees the property and is the armorer for the department.

During the ride along, Officer Bishop showed me the boundaries of Wixom, including Novi and Lyon Township to the south and Commerce Township to the North, West, and East. Officer Bishop demonstrated a solid understanding of the dynamics within the township, specifically showing that industrial was primarily to the south and residential was to the north. Many community parks provide recreation options, and many of them connect to the Wixom Trail System.

Officer Bishop shared the unique ability of officers to patrol according to their strengths throughout their shifts. Officer Bishop was candid about the health of the department and the solid team that has developed within the ranks. The department has a healthy morale throughout all ranks. Officer Bishop explained that Wixom is a sustainable community and has continued growth throughout its boundaries. The department has sustained its ranks well but will face stagnation as retirements and promotions will slow over the next few years.





## 6. Agency Crime Statistics and High-Profile Cases

### Crime Statistics 2020-2022

CRIMES	2020	2021	2022
<b>Group A Crimes</b>			
Homicide	1		1
Criminal Sexual Conduct	9	8	5
Robbery	3	3	0
Assault	73	101	87
Intimidation / Stalking	19	17	26
Burglary	11	19	12
Larceny	148	160	147
Vehicle Theft	19	28	38
Fraud, Forgery, Embezzlement	141	90	84
Malicious Destruction of Property	54	58	55
Retail Fraud	22	17	8
Controlled Substance Violations	12	10	13
Narcotic equipment violation	4	5	4
Weapons offense	17	24	7
Misc. offenses	10	6	1
<b>TOTAL GROUP A</b>	<b>543</b>	<b>546</b>	<b>488</b>
<b>Group B Crimes</b>			
Burglary - Unlawful entry no intent	1	1	1
Non-Sufficient Funds	8	10	20
Family Abuse	8	7	3
Liquor Violations	5	11	14
Obstruct Police, Disorderly	73	100	40
Operating Under the Influence	26	36	54
Trespassing	25	21	19
Miscellaneous Criminal Offense	25	10	39
<b>TOTAL GROUP B</b>	<b>171</b>	<b>196</b>	<b>190</b>
<b>All Other Classifications</b>			
Juvenile Offenses	19	34	44
Traffic Offenses	93	153	161
Automotive Accidents	477	557	629
Other Traffic Complaints	638	559	547
Non-criminal Complaints	7,772	7,734	10,650
All other Misc. calls	3,427	2,659	3,954
<b>TOTAL GROUP C</b>	<b>12,426</b>	<b>11,696</b>	<b>15,985</b>
<b>Total Calls for Service:</b>	<b>13,140</b>	<b>12,438</b>	<b>16,663</b>

Three-year history of crime statistics as reported by the Wixom Police Department.



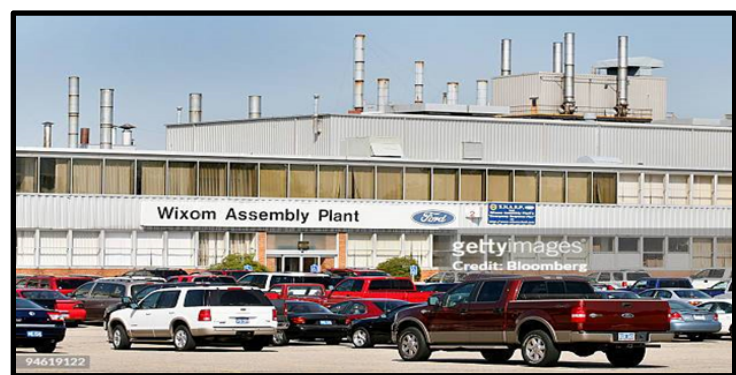
**High-Profile Cases**

**FORD ASSEMBLY PLANT SHOOTING**

On November 14, 1996, the officers of Wixom P.D. were dispatched to an active shooting incident at the Ford Assembly Plant on Wixom Road. Wixom Police Department officers responded and were assisted by over 100 officers from surrounding communities.

The suspect had shot his way into the plant and opened fire on the building. One person was killed, and three were injured. The suspect was hiding in a storm drain, and after an hours-long standoff, he surrendered. Two Deputies were injured during the standoff.

The investigation revealed that the suspect was upset when he was refused entry into the plant the weekend before the shooting. The suspect initially went to the plant to propose to an employee there.



He became upset when security refused to let him in. He returned later that week and opened fire.

The suspect was charged with over 25 felony counts. He was found guilty and sentenced to life in prison without the possibility of parole.

**I-96 SHOOTER**

On October 16, 2012, a driver on I-96 reported that his vehicle had been shot at. This began the investigation that would take hundreds of staff hours and span approximately one month.

Wixom Detectives began investigating one reported shooting, and by the end of October 17th, two more victims of the October 16 event had been identified. By the end of the 17th, one more vehicle reported being shot at on October 17th.

On October 18th, we received reports of six more vehicles shot at and obtained vehicle descriptions. Later that afternoon, there were more reports of shootings in Livingston, Shiawassee, and Ingham Counties. By the end of October 18th, there were reports of 23 vehicles shot at, with 22 sustaining damage.

On October 19th, a task force was established to identify the perpetrator and end the shootings. The task force was staffed by officers from Wixom PD, the FBI, ATF, DEA, Oakland County Sheriff's Office, Livingston, Shiawassee, and Ingham Counties. The task force was based at Wixom PD.

During the investigation, one of the suspects gave a detailed description of the suspect vehicle and that it had a Michigan State University license plate. This description of the vehicle and license plate led to the identification and arrest of the suspect. The suspect was charged with multiple felonies and was found guilty.





### 7. Agency Services, Outreach and Involvement

Community outreach is imperative for small police departments. Working with the community garners their support and helps build trust between the community and the police department.



The Wixom Police Department relies on its community to provide information on crimes and assist in addressing community and neighborhood issues. The agency reflects the Wixom community, and interacting with its residents ensures they provide the services residents find valuable. Wixom Police Department has a history of working with their community to ensure they remain where people want to live, work, and spend time.

The Wixom Police Department ensures they have an active role in their community through its Community Policing Initiative. This program has been in place since the early 1990s, and the agency assigns an officer to every subdivision or condominium association as their police officer. This officer is responsible for working with the associations to address any problems within the community. These officers are the point of contact for the associations and are vested with the authority to enact programs that will address issues. The officers are expected to build relationships within the community and foster trust between the community and the police department.



Another way the agency ensures community support is by having officers at all community events. Wixom is fortunate to have a very active Downtown Development Authority and Parks and Rec Department. The spring, summer, and early fall months are packed with downtown events, and Wixom officers are present at all of them. This allows the Wixom Police Department and its officers to keep the community safe while building relationships within the community.



Community educational efforts is another way Wixom Police reach out to our community. Any business or school that needs an officer to speak about issues can call, and one will be sent. We give many presentations to schools and businesses about activities such as active shooter response, crime trends, and security. Many of our businesses within Wixom and all of our schools have been certified in ALICE, and we have officers dedicated to ensuring they stay certified. Finally, we participate in the Lakes Area Citizens Police Academy. This is a partnership between the Wixom, Novi, Wolverine Lake, and South Lyon Police Departments to teach our residents about the police department and how we operate. This program allows us to interact with our

residents on a personal level and listen to their concerns about the community. This class is an annual event that is continually full of eager students.



### TEAM Program



The T.E.A.M. program (Teaching, Educating, Advising, Mentoring) is a program designed by the Michigan State Police that is aimed at helping children of all grades (K-12) with a variety of topics that they will encounter in their lives going forward. In Wixom, we teach the T.E.A.M. program at the 5th-grade level at both Wixom Elementary and Loon Lake Elementary. The multi-week program is designed to help children understand various topics that they will need as they enter Middle School, High School, and beyond.

Topics include Rules and Laws, Gun Safety, Fire Safety, Internet Safety, Bullying, Drugs and Alcohol, and Social Media Awareness. Each topic usually lasts around 40 minutes to an hour, based on the amount of information and classroom participation the kids have with the instructor. At the end of the school year, the T.E.A.M. program hosts a graduation for the 5th graders, where they receive a T.E.A.M. certificate of completion and a T.E.A.M. gift.



This program is highly valued by both the Walled Lake School District and the Wixom Police Department. We are proud to work with the schools to help our students discover ways to address issues they may face in the future.





### Stuff the Squad Car

Each Christmas season, the Wixom Police Department partners with Crime Stoppers to host a “Stuff the Squad Car” campaign. This campaign collects Christmas toys, books, and clothes for young children across Metro Detroit who have been the victims of violent crime.

This collection has become a holiday event for the Wixom community, and each year, more is collected. They collect donations through November and visit each school to collect from the students. The collection at the school is a highlight for our officers. They enjoy interacting with the kids and helping support a good cause. In 2022, Wixom officers collected so many gifts that Crime Stoppers opened their Christmas celebration to other Detroit area charities.

**THE WIXOM POLICE DEPARTMENT**

**CRIME STOPPERS**  
1-800-SPEAK UP.org  
ANONYMOUS CASH REWARDS

**CRIME STOPPERS OF MICHIGAN**  
**ANNOUNCE**  
**"STUFF THE SQUAD CAR"**

Bring NEW toys to “stuff the squad car” that will be parked in front of the police station.

All gifts will be donated to the *Children’s Christmas Party* for families who have been victims of violent crime.





## **F. Essential Services:**

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

#### **Direction of Personnel**

The Chief of Police, or designated command staff member, has the authority to issue, modify, repeal, or approve the department's written directives. Written directives are issued to all agency personnel, and changes to written directives are disseminated to all affected employees. The agency's written directives were systematically organized and constructed in a logical manner, with employee duties and responsibilities clearly defined, including any constraints or restrictions on employee actions. The written directive system is contained within PowerDMS, which allows it to be searchable and alerts employees to any changes or updates. Employee receipt of new or updated directives is tracked within the PowerDMS system via electronic signature. Repealed directives or previous versions of directives are retained both in the PowerDMS program and the department's server in accordance with retention requirements. The agency maintains a mission statement and value statements within its directives.

#### **Fiscal Control**

Wixom Police Department maintains three cash accounts: petty cash, forfeiture, and front desk accounts. All transactions for services (payment for reports, fingerprints, etc.) are accounted for and reviewed.

#### **Internal Affairs**

Wixom Police Department accepts and investigates all complaints alleging misconduct by the agency or its employees, including complaints that are made anonymously. The responsibility for investigating personnel complaints primarily rests with the employee's immediate supervisor unless the Chief of Police determines that circumstances warrant assigning the complaint to another supervisor.

Any commanding officer investigating a complaint against an employee or the agency has the authority to communicate directly with the Chief as necessary. Upon the conclusion of an investigation, the disposition will be categorized as one of the following Sustained, Not Sustained, Exonerated, or Unfounded:

Department supervisors can immediately suspend employees from active duty pending further investigation of a complaint, particularly for incidents resulting in serious bodily injury and/or death or an allegation of criminal conduct.

The Police Lieutenant completes a written annual analysis of all employee misconduct complaints and dispositions. The analysis examined potential trends or patterns associated with the complaints filed.

#### **Disciplinary Procedures**

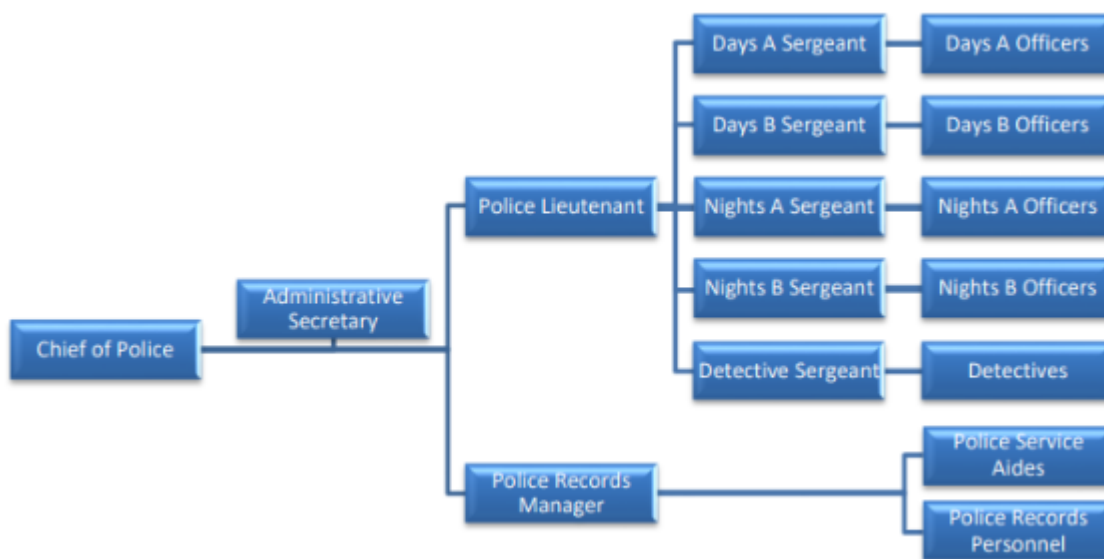
The agency's written directive system details the rules, regulations, and expectations for employee conduct. Supervisors have the authority to apply training and/or counseling in lieu of punitive employee discipline. The agency has proper procedures in place to facilitate and document training or counseling that is utilized. The Chief of Police must authorize suspensions or terminations resulting from disciplinary matters. The agency has an appropriate appeal and grievance process with established timelines governed by a collective bargaining agreement. No grievances were filed during the assessment period.



Organization

All sworn personnel take, sign, and swear to abide by an oath of office. The oath includes a statement of support for the Constitution of the United States of America and the Constitution of the State of Michigan. All agency personnel acknowledge a code of ethics and receive ethics training every three years, with the most recent training occurring in 2023.

Wixom Police personnel have a structured unity of command, and an organizational chart is maintained. A police lieutenant and police records manager support the Chief of Police. The Lieutenant oversees the policing functions of the department, including patrol operations and investigations. The Patrol Bureau is divided into two shifts, a day shift and a night shift, each overseen by a sergeant. The Detective Bureau has a Sergeant in command of the unit. The Property/Evidence officer reports on that functional responsibility to the patrol lieutenant. The Records Bureau is supervised by the department's Police Records Manager and is staffed by civilian support, including Police Service Aids.



A supervisor is accessible to agency personnel on a 24-hour basis either by their presence on duty or by telephone via an on-call schedule maintained by the agency. In the absence of the Chief of Police, the Lieutenant oversees the agency. In the absence of the Lieutenant, the sergeants oversee the agency.

The agency strictly prohibits biased-influenced policing. There is a clear definition for biased-based policing that prohibits discrimination in the performance of law enforcement duties or delivery of police services based on personal prejudices or partiality of Department members toward classes of people based on specified characteristics. Training of agency personnel on bias influence policing occurs a minimum of every three years, with the most recent training occurring in 2023. The agency requires that allegations of biased influenced policing occur in accordance with internal affairs and professional standards procedures.

The agency also prohibits unlawful workplace harassment, including sexual harassment. The written directives require that any employee who has knowledge of harassing conduct report the conduct to a supervisor. The directives outline a proper reporting mechanism in the chain of command but permit an employee to bypass the chain of command as an alternative reporting mechanism if a conflict of interest exists, or the actor is in the complainant's unity of command. Harassment complaints can also be made with the Assistant City Manager if the Chief Executive



is an actor in the alleged harassment. An investigation into any and all allegations of unlawful workplace harassment is required to occur in accordance with state law.

### Agency Equipment and Property

Each employee is responsible for maintaining all law enforcement-related equipment assigned to them in a state of operational readiness. The department designee inspects stored equipment not issued to individual employees to ensure all items are maintained in a state of operational readiness.

The wearing of body armor is mandatory for all patrol personnel, and there are additional requirements to wear body armor while engaged in pre-planned high-risk operations. Each employee is responsible for the care and maintenance of their body armor. Body armor must be replaced per the manufacturer's recommended replacement schedule or if the effectiveness or functionality of the body armor is compromised.

### Public Information

The Detective Bureau Sergeant is the agency's designated Public Information Officer (PIO). When the PIO is not on duty, shift commanders shall be responsible for writing and disseminating written press releases. The PIO and/or the Office of the Chief of Police shall approve any press release outside business hours. The agency facilitates media access to scenes of law enforcement activity while ensuring appropriate precautions are implemented to control media access to prevent interference with investigations or on-scene personnel.

### Agency Records and Computers

The agency has a detailed written directive describing the field reporting system, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords via CLEMIS. Extra security measures for non-public records include electronic and physical access restriction controls. The records bureau handles all freedom of information requests, and the agency abides by state retention and disposal requirements in accordance with the Michigan Statute and Records Management.

The agency has procedures in place to protect its central records. The department participates in Oakland County's Courts and Law Enforcement Management Information System, commonly called CLEMIS, which uses innovative computer technology for criminal justice and public safety applications. CLEMIS promotes communication and sharing of criminal justice information by serving as a technical link among multiple agencies.

### 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. The agency has a remedial training policy and requires that remedial training be documented. Newly promoted personnel receive training consistent with new responsibilities and tasks.

The written directive for the selection of field training officers (FTOs) minimum requirements for the selection of potential FTOs while requiring a position within the agency to oversee the field training program. The program consists of required reports, evaluations, and responsibilities. The department requires a minimum of 4 weeks of field training before solo assignment and rotates trainee assignments to provide exposure to various shifts and field training officers.

The written directive properly identified specific required training topics, and proof of compliance was documented. Annual training topics included the use of force, firearms, Less-than-lethal, and



defensive tactics. Every two years' completion of emergency vehicle operations and ethics training is required. Every three years, implicit bias-based policing and mental health/illness are required.

The agency does not maintain a tactical team, nor has any personnel assigned to such a team. A proper standard exemption was present in the agency's files. The Accreditation Manager (AM) has attended AM training provided by the Accreditation Program Director.

### Authorization and Use of Agency Weapons and Ammunition

The Chief is the authorizing authority for weapons and ammunition requirements, including both on- and off-duty weapons, mechanical force, enhanced mechanical force and specialized weapons. The Police Lieutenant is responsible for maintaining a listing of approved agency weapons. The agency uses certified/qualified staff for armorer inspections, repair, and replacement. Records of weapons are properly maintained with written guidelines for storage.

All sworn members are required to successfully meet the Michigan Commission on Law Enforcement Standards Active Duty Firearm Standard annually. Personnel are required to undergo training and proficiency assessment in less lethal weapons and unarmed subject control a minimum of every 2 years. Certified weapons or tactics instructors monitor and document all qualifications, training, and/or proficiency assessments. Remedial training is required if personnel cannot qualify with an authorized weapon system before resuming official duties.

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

### Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program (which is administered by the City's Human Resources Department), a line-of-duty injury and death circumstances policy, and an employee collision and review process. During the assessment period, there were no serious line-of-duty injuries or death incidents. The agency also has an exposure control and reporting policy that ensures employees receive follow-up medical treatment as required. Part-time secondary employment is allowed with approval from the Chief. Extra-duty employment is prohibited by policy.

The agency also has a written directive addressing critical incident stress. The directive stipulates that employees may be relieved from duty following a critical incident. Employees must participate in critical incident debriefs as deemed necessary by the administration. Referral services and follow-up counseling are available to employees impacted by a critical incident. There were no documented critical incidents requiring relief from duty, debriefing, or the use of referral services during this assessment period.

Personnel are required to complete stress recognition training. Such training occurred in 2023 with an employee review of daily stress recognition behaviors outlined in the policy. The agency requires that all personnel complete stress recognition training regularly and it is recommended they provide stress recognition training to personnel beyond the initial policy training.

### Performance Evaluations

All agency personnel receive documented performance evaluations. Performance evaluations are required to be completed once a year for all personnel. The performance evaluation system has a well-defined purpose statement with established and defined criteria, scored on a rating scale. All personnel are evaluated in defined behavioral criteria and assigned a score on each criteria. 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. A process for contesting a performance evaluation is outlined in the policy.

The agency has an established early warning system. The written directive clearly defines the actions and/or behaviors to be monitored. When an early warning concern occurs or is initiated based on the identified factor-to-occurrence ratio, the shift sergeant is responsible for reviewing and recommending what corrective action, if any, is required. The Chief of Police determines if fitness for duty evaluations are required. The early warning system generated no alerts during this assessment cycle.

#### Promotion of Sworn Personnel

The promotional process is detailed in agency policy and within the bargaining agreement. Eligibility requirements, written examination, oral examination, and scoring of other criteria are all detailed in the policy. Upon completion of the testing process, a scored pool of applicants from which the Chief of Police selects for promotion is identified. Applicants may review their performance after each process segment and can appeal their rating directly to the Chief of Police. Promotional lists are established and effective for a defined period, dependent upon the promotional position. Newly promoted personnel are assigned a probationary period of one year following promotion.

The selection criteria and process for special assignments are defined in agency policy. Assessment components include a letter of intent, interview, attendance review, and disciplinary history. Special assignments available include but are not limited to, field training officer, evidence technician, range officer, rifle instructor, defensive tactics instructor, traffic officer, bicycle officer, and any other position deemed necessary by the Chief of Police.

#### Recruitment of Sworn Personnel

The recruitment plan clearly states that the agency is committed to equal opportunity and will not discriminate based on 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 composition that reflects the community. Activities for recruiting include attending and hosting job fairs, staffing a recruiting table at events, and encouraging ride-alongs to familiarize themselves with the position and the agency while promoting job opportunities.

A review/revision of the recruitment plan occurs triennially, at a minimum. The department's recruitment plan is within its written directive and an individual plan. The agency should be cautious in revising both documents to maintain consistency of documentation.

#### Selection of Personnel

The agency has a complete written process for selecting new full-time personnel, including a job-related written examination, oral interviews, background investigation, psychological evaluation, and medical examination. Successful candidates are provided a conditional offer of employment and proceed to a background investigation and psychological and medical examination. Licensed professionals conduct medical and psychological examinations following conditional offers of employment.

#### Reserve Officers and Civilian Volunteers

Wixom Police Department does not employ a reserve/auxiliary officer program. A proper standard exemption waiver was included in the agency's files. The agency's Chaplain provides a variety of services, which are outlined in the written directive.



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

#### Arrest, Search, and Seizure

The Wixom Police Department is a full-service agency with arrest powers. The department and its policies follow the US Constitution in relation to arrest, search, and seizure. The agency recognizes the foundation set forth in the Fourth Amendment. The agency has a review process to identify and correct arrests, searches, and seizure concerns.

Department policy outlines the warrantless search exceptions and the need for a court-authorized search warrant when applicable. The agency has a secure booking area to process in-custody arrests with secure holding cells for processing and holding.

The agency has comprehensive policies that govern consent searches, search incident to arrest, stop and frisk, motor vehicle searches, inventory searches, plain view and open view searches, and exigent circumstance and community caretaking searches. The agency has policies that outline when and where such strip and body cavity searches may be conducted, the persons able to conduct such searches, and requiring supervisory approval for any such searches.

#### Interview and Interrogation

The agency has established procedures for compliance with criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The department has an interview room that has audio and video recording capability for custodial interviews. The agency also has an interview room for juvenile interviews separate from adults. The agency utilizes audiovisual recording equipment in accordance with MCL 763.8. The department has a system of notification in case of emergency, which includes a sworn officer and cadets monitoring the in-progress interview/interrogation. Weapon lock boxes are also available to secure weapons before conducting interviews.

Written directives provide specific direction regarding juvenile interviews/interrogations, emphasizing the importance of parents or guardians being present during an interview or interrogation. There are written records of juvenile entries into the booking or interview room along with policies that govern in accordance with state and federal law regarding juveniles.

#### Use of Force

The Wixom Police Department documents all use-of-force incidents and provides a meaningful review that is documented in a memo to the chief of police. The agency conducts an annual summary and analysis of use-of-force incidents. The agency also submits reports to the Department of Justice and Federal Bureau of Investigation National Use of Force Data Collection in accordance with the standards.

The agency has proper use-of-force documentation forms to provide accountability and meaningful review. This includes the discharge of any weapon, including the discharging of an animal. Their use of force policy addresses the process from de-escalation to deadly force.

The agency has a policy in place that any employee whose action(s) or use of force in an official capacity results in death or serious physical injury shall be removed from the line-duty assignment, pending a documented meaningful review or investigation.

#### Communications

The Wixom Police Department utilizes the [Oakland County Sheriff Communication Center](#) for 24-hour telephone service (dispatch) to the public for information and routine or emergency assistance. All recordings are maintained through the Oakland County Sheriff Communications Center. Medical calls for service are transferred to the Wixom Fire Department Ambulance Service, certified in Emergency Medical Dispatch. The Oakland County Sheriff Communications Center has a complete generator backup.



### Field Activities

The written directives established by the Wixom Police Department comply with accreditation standards for motor vehicle pursuits. As of the on-site date in 2023, the agency recorded 2 motor vehicle pursuits. Both of these pursuits were terminated by the officer and compliant with policy. Officers are required to complete a written report for all motor vehicle pursuits, and each pursuit is subjected to a meaningful review by a supervisor. One meaningful review by the supervisor resulted in a recommendation to amend the current policy. The review is then forwarded to the Director of Public Safety. None of the 2 recorded pursuits in 2023 resulted in discipline related to pursuit tactics. An annual summary of all vehicle pursuits in the aggregate and an analysis were completed per the requirements of the standard.

The agency possesses in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency has video recording equipment in their patrol vehicles and also utilizes body-worn cameras. Videos are downloaded and retained for the appropriate retention period.

The written directives established by the Wixom Police Department comply with accreditation standards for foot pursuits. As of the on-site date in 2023, the agency did not have any foot pursuits. Agency policy establishes a proper direction, including a completed report and a meaningful review of each pursuit. Additionally, an annual documented summary and written analysis of all pursuit incidents in the aggregate is completed.

The Wixom Police Department mandates the use of seat belts for all occupants when riding in agency-owned, leased, or rented vehicles. This includes a policy for the use of child safety restraints when appropriate.

The agency does not have a K-9 program as of the on-site.

### Traffic Safety and Enforcement

The Wixom Police Department has applicable policies in place regarding traffic violation enforcement, enforcement options, offenders, and traffic direction and control. These policies establish procedures for conducting motor vehicle stops, including high-risk stops, which are consistent with best practices. When appropriate, the agency has different options to deal with enforcement, including warnings, citations, and arrests.

### Homeland Security

The Wixom Police Department has a critical incident plan, including command, operations, planning, logistics, and fiscal responsibility. The agency had no occurrences of a critical incident during the accreditation review.

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

### Criminal Investigation

Officers perform preliminary investigations from initial contact. A shift supervisor reviews all reports before sending a report to the detective sergeant for additional investigation if required. One sergeant and two detectives staff the detective bureau. Cases are tracked electronically as opened, closed, inactive, or pending action. Policies are in place for interviewing, interrogation, and eyewitness identification. On March 16, 2023, the Wixom Police Department conducted a photo line-up in accordance with policy and best practices. The Wixom Police Department conducted no live lineups or show-ups during the assessment period.



### Crime Scene Processing

The agency has qualified personnel and/or adjoining agency partnerships to process crime scenes on a 24-hour basis (evidence technicians, accident investigators, drone pilots). Wixom Police Department utilizes its personnel in a highly effective manner to accomplish crime scene processing in accordance with policy and best practices. A qualified person is called in should an incident require an after-hours response for crime scene processing. The agency has an evidence processing area within the department that is fully stocked with processing and packaging items to prepare evidence properly for storage. The agency has evidence collection procedures in place, and they utilize the Oakland County Sheriff Forensic Science Laboratory for any submissions for laboratory analysis. All evidence is tracked utilizing the CLEMIS activities program.

### 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 pass-through evidence lockers. The evidence function has quality control measures with restricted access to the property room, limited to three identified property personnel. The time-sensitive inspections were completed. The evidence room is neat and orderly. If the temporary property lockers are full or an item is too large for storage, the confiscating officer will secure items in the garage and place secure tags on evidence to prevent tampering. There are additional security measures in place for sensitive and valuable items. The property room is under 24/7 CCTV monitoring. All property is held in accordance with Michigan Retention rules.

### Juvenile Matters

The agency has policies in regard to dealing with juveniles, notifying parents, sight and sound separation when in booking, and appropriate documentation when a juvenile is in custody. 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 or the Law Enforcement Information Network (LEIN).

### 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 Wixom Police Department 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 Wixom Police Department has established procedures for the transportation of arrested subjects, including searching vehicles before the beginning of each shift, before and following any transport, and securing arrested subjects in restraints during transport. Patrol cars have been modified so the door handles and windows do not operate, and a safety barrier separates the rear holding area from the officers' and the rear equipment areas. Safety belt use is required when transporting arrestees, detainees, or other subjects inside the patrol vehicle.



### Processing of Arrestees/Detainees/Prisoners

All custodial arrests are brought to and processed at the Wixom Police Department booking area. Sight and sound separation is in place. All cells have an emergency alarm button to summon assistance, alerting the on-duty police service aid. A sworn officer will be dispatched to respond without delay.

### Holding of Arrestees/Detainees/Prisoners

Policy is in place to prohibit weapons in the booking area, and lock boxes are available at the entrances to the holding facility to accomplish this objective. The agency has a secure detention garage (Sally Port) to allow for the secured transfer of prisoners from vehicles to booking. Officers can access emergency buttons on their radios to summon assistance. Detainees are visually inspected every 30 minutes. Should a detainee be determined to be at risk of suicide, checks are required every 15 minutes. There is a policy in place for training all personnel tasked with monitoring detainees and refresher training on a triennial basis. Should the need arise to interview an arrestee in custody, the arrestee may be escorted to a designated audiovisual recorded interview room.

The agency provides secure temporary holding cells for prisoners awaiting interrogation, arrest processing, transfer to another facility, arraignment, or other administrative procedures. They maintain custody of prisoners only until they are released or transferred to another agency or facility.

The facility has electronic surveillance equipment in place, and all persons in processing and held in the detention facility are under constant video monitoring by a Police Service Aid located outside of the holding area.

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

The agency had no (0) standards in applied discretion.

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

This section provides specific information on those standards that qualify for waivers. Waivers are available to agencies when complying with a specific standard is not possible. 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 five (5) standards were granted non-applicable waiver and certified on-site as such:

- *Standard 1.9.8 Tactical Team Training*  
The agency does not have a tactical team.
- *Standard 2.1.3 Extra Duty component*  
The agency does not allow extra duty employment.
- *Standard 2.6.1 Reserve/Auxiliary Officers Program:*  
The agency does not have a reserve/auxiliary officers program.
- *Standard 3.5.3 Roadblocks and Forcible Stopping*  
The agency does not permit roadblocks and forcible stopping.
- *Standard 3.5.9 Police Canines*  
The agency does not have police canines.



**I. Standards Noncompliance Discussion:**

The agency had no (0) standards found to be noncompliant.

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

There were no performance issues identified and no future performance issues to document.

**K. Agency Recommendations:**

Found property turned in to the agency front desk is secured in that workspace. Assessors recommend streamlining all found property into the agency's temporary property process for tracking and greater security. Remove property responsibilities from records/front desk area personnel, and turn found property over to the Evidence Custodian from the temporary entry point.

**L. Summary and Accreditation Recommendation:**

A thorough review of the files for compliance and observations of compliance were conducted. After interviews, assessors determined that the agency complied with the established accreditation program standards, with the exceptions and associated waivers noted.

Assessors recommend the Commission review the **Wixom Police Department** for MLEAC law enforcement accreditation.

*Heather A. Bromley*

*Matthew McPhillips*

Heather Bromley, Team Leader; Matthew McPhillips, Team Member  
Date: January 11, 2024

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

Program Director Ronald Wiles, Date: January 12, 2024