

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



Onsite Final Report

The City of Auburn Hills Police Department
June 11, 2019

Team Leader: Daniel J. Mills

Team Member: Dave Robinson

A. Agency Name, CEO and AM:

The City of Auburn Hills Police Department
1899 N. Squirrel Road
Auburn Hills, MI 48326
jbaker@auburnhills.org
(248) 370-9444

Jeff Baker
Chief of Police

Lieutenant Jill McDonnell/Officer Brian Miller
Accreditation Managers

B. Dates of the On-Site Assessment:

Monday, May 13, 2019 – Tuesday, May 14, 2019

C. Assessment Team:

1. Team Leader: Daniel J. Mills, Senior Deputy Police and Fire Chief
Portage Department of Public Safety
7810 Shaver Road
Portage, MI 49024
millsd@portagemi.gov
(269) 329-4567
2. Team Member: Dave Robinson, Chief of Police
Rockford Department of Public Safety
7 South Monroe
Rockford, MI 49341
grobenson@rockford.mi.us
(616) 866-9557

D. Community and Agency Profile:

1. Community Profile

The City of Auburn Hills, Michigan is in Oakland County. Situated on the Clinton River, it was named by Aaron Webster, the first settler, for Auburn, New York. Auburn rivaled nearby Pontiac until the 1860s, when it lost its prosperity. It was formally Pontiac Township. Pontiac Township bordered the city of Pontiac on two sides and attempted to incorporate as Pontiac Heights in 1971, but was denied by state officials. Pontiac Township finally became a charter township in 1978 to protect itself from further annexation. In 1983, Pontiac Township merged with the village of Auburn Heights to become the City of Auburn Hills. Auburn Hills is the home to the headquarters of the

Chrysler Corporation, Comerica Bank, and The Palace of Auburn Hills. Auburn Hills is also home to Volkswagen/Audi North America, BorgWarner, Guardian Industries, and the Americas headquarters of GKN Driveline, as well as, many other corporations. 80% of the tax base is from non-residential property taxes. It is also the home of Oakland University, Oakland Community College and Cooley Law School. The City of Auburn Hills has an approximate total area of 17.5 square miles. In the City of Auburn Hills, two major freeways converge, I-75 and M-59. According to the 2010 census, the population of Auburn Hills is 21,412 people. The racial makeup of the city is reportedly 62% White, 18% African American, 8% Asian, 7% Hispanic and 5% from other races. The average household size was 2.24 and the average family size was 2.9.

The reported median income for a household in the city is \$51,376, and the median income for a family is \$60,849. The per capita income for the city is \$25,529. About 3.9% of families and 6.3% of the population were below the poverty line, including 6.4% of those under the age of 18 and 4.4% of those age 66 or over.

Auburn Hills is also the home of the Great Lakes Crossing Outlets, an enclosed super-regional outlet shopping mall which brings visitors from the mid-west and Canada. In 2002, the area at Auburn and Squirrel was revitalized as the "Village Center" with streetscape improvements. The pedestrian-friendly development in this district is now known simply as Downtown Auburn Hills. At the end of 2013, a number of large projects were completed, including a four-story graduate student apartment complex, a 233-space parking deck, an auxiliary classroom space for schools and colleges called the University Center and the Downtown Educational Nook (DEN).

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

2. Agency Profile

In 1969, the Pontiac Township Police Department was established with the hiring of the first Police Chief, Richard Earl Brown, in September of that year. Chief Brown's office was located inside the township offices located on the corner of Opdyke and Pontiac Road. Prior to September 1969, the City contracted with Oakland County Sheriff's Department for protection. Before this, Pontiac Township had elected constables - the longest serving was James Hazelton who served in Auburn Heights. The department grew over the years to 28 full-time employees. During that time there were four sergeants, two detectives, twelve patrol officers, one service aid officer, five dispatchers and two clerks. The department was housed in a double wide construction trailer behind the township hall.

In February 1978, the department moved to a new station located within the city complex at Squirrel and University Roads. The new complex was once the Seyburn Estate

property. The estates dog/animal kennels were renovated to house the Police Department. The estates ice house and barn were used as the department's property and evidence storage facility. As the department continued to grow, it quickly outgrew the building forcing the Investigations Division to be relocated into a different building on the estate.

The Auburn Hills Police Department was established in 1983 when the city combined two areas; Auburn Heights and Pontiac Township, and officially incorporated to become what is now the City of Auburn Hills. The department developed and grew with the community. A new building was constructed in 2001. The new facility, a public safety building housing both Police and Fire headquarters, was constructed and paid for wholly with Tax Increment Finance Authority revenues. The new building housed an emergency operations center, community room, training room, break room and fitness center that is shared with the Fire Department.

Currently the Police Department is staffed with 52 sworn personnel, 5 full time support staff, 9 part-time cadets and 1 part-time crime analyst. The department is comprised of three divisions: Support Services, Investigations and Operations.

3. CEO Biography

In June 2018, Chief Baker retired from the Port Huron Police Department and accepted the position of Police Chief with the City of Auburn Hills. In his new position, he has been tasked with reviewing and revamping departmental policies and procedures, and has since implemented several community oriented programs to facilitate a stronger police and citizen partnership.

At Port Huron, Chief Baker served as the Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation manager for over 8 years. In addition, Chief Baker was the Police Accreditation Coalition (PAC) Immediate Past President for the State of Michigan's newly formed state accreditation commission. Chief Baker is a state certified assessor for the Michigan Association of Chiefs of Police.

Chief Jeff Baker began his career in criminal justice in 1992 as a part-time police officer in Richmond, Michigan and continued his career at the Port Huron Police Department in 1993. Chief Baker worked at nearly every position in the Port Huron Police Department – starting as a patrol officer, community services officer, warrant officer, road sergeant, detective sergeant, patrol lieutenant, administrative lieutenant, police captain and finally as the Police Chief.

Chief Baker has attended numerous educational and training programs, including Macomb County Community College, St. Louis (Missouri) School of Medicolegal Death Investigation, and the Indiana State Police DARE curriculum. He is a graduate of the Law Enforcement Executive Leadership Institute (LEELI), the Michigan Police Executive Development School (MPEDS), and the International Association of Chiefs of Police (IACP) Leading by Legacy program, and the Northwestern University School of Police Staff and Command. Chief Baker attained a Bachelor of Science degree in Leadership

and a Master of Business Administration degree in Human Resources Management from Central Michigan University.

Chief Baker serves on, is a member of, or past member of, numerous associations and boards, including the Michigan Association of Chiefs of Police (MACP), Michigan Law Enforcement Accreditation Commission PAC, Michigan Prisoner Re-entry Program, St. Clair County Criminal Justice Association, St. Clair County Suicide Prevention Association, advisory board to Bridge Builders, and CAPTURE crime tip board.

4. Accreditation Managers Profiles

Lieutenant Jill McDonnell received a Bachelor of Science Degree in Criminal Justice from Ferris State University in 1991 and has been a sworn member of the Auburn Hills Police Department for 28 years. Lieutenant McDonnell has served in every division of the department from Patrol Officer, School Resource Officer, Sergeant, Shift Commander, Directed Patrol Supervisor, Investigative Division Commander, and Technical Services Division Commander. She is currently serving as the department's Support Services Division Commander. She is a graduate of the Federal Bureau of Investigations National Academy #257 and Michigan State University School of Staff and Command. Lieutenant McDonnell is currently working on her Master's Degree in Administration through Central Michigan University. She is a member of the Michigan Association of Chiefs of Police, Southeastern Michigan Association of Chiefs of Police, Michigan FBI National Academy Association, and is a Michigan Law Enforcement Accreditation Commission Assessor.

Officer Brian Miller has served with the Auburn Hills Police Department since 1999. He holds a strong combination of educational accomplishments and professional experience. Officer Miller has earned a Bachelor of Science degree in Criminal Justice from Ferris State University, a Master of Science degree in Criminal Justice from Wayne State University, and a Juris Doctor from Western Michigan University Thomas Cooley Law School. He is currently a member of the Michigan Bar. Officer Miller has held multiple specialized assignments in the Police Department including crash investigator, evidence technician, bleeding control instructor, and accreditation manager. He has also served in many special units including Court Liaison, Troy Special Investigations Unit, Detroit Metro Identity Theft Task Force, and School Resource Officer. He is also the department's Community Engagement Officer. Officer Miller holds the external position of Adjunct Professor with Ferris State University and Oakland Community College where he instructs various criminal justice and law related courses.

5. Future Issues

The City of Auburn Hills funds the Police Department from a dedicated law enforcement millage which raises 11 million dollars annually. The current annual police budget is 8.5 million dollars. All unused millage money is returned to the general fund. Currently, the fund balance for the City of Auburn Hills is at 105%. The Auburn Hills City Manager indicated that this fund balance will be needed to address the city's aging infrastructure. The City Manager forecasts more capital projects in the city in an effort to upgrade and maintain the city's infrastructure.

The City of Auburn Hills has seen an increase in visitors, which has strained the need for more police services. Staffing may need to grow with the increasing demands of services to residents and visitors. Traffic volumes and traffic patterns are congested at peak times making travel difficult. The city has seen an increase of construction projects, housing developments and growth in the retail district.

Chief Jeff Baker, the Chief Executive Officer (CEO), has enacted new community policing strategies by assigning officers specific neighborhoods to patrol. This concept has been embraced by the patrol division and has been successful so far in its early stages. The strategies will need to be re-evaluated for effectiveness.

The recruitment and retention of quality law enforcement personnel has also been a challenge. The CEO has enacted new strategies to recruit qualified candidates. The CEO is proud of the agency's robust website and social media presence and commitment to excellent customer service. Employee wellness is also a priority. The agency provides a designated space to exercise and allows staff to take up to one hour of work time for physical fitness.

E. Public Information Activities:

Public notice and input are cornerstones of democracy and MLEAC accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the commission that otherwise may be overlooked.

1. Telephone Contacts

The public telephone line was active on Tuesday, May 14, 2019, from 10:00 a.m. to 12:00 p.m. The telephone line was tested, found to be functional, and eight calls were received.

Jermaine Bolden - Security Director for Brose, Auburn Hills, MI (248) 790-0746

Mr. Bolden is a 21-year veteran of law enforcement and has since gone into the private sector. Mr. Bolden has been in his current position for one year and has worked closely with Officer Brian Miller. When Mr. Bolden first met with Officer Miller to discuss security needs at Brose, Officer Miller was immediately willing to help and over the last year has provided training to over 700 of his employees in response to active shooter. Officer Miller walked through Brose with Mr. Bolden to help assess the needs of the business, to make security better, and to help Brose meet the expectations of the Auburn Hills Police Department in the event they had to respond to an incident.

Officer Miller made the suggestion to have Brose meet with other surrounding businesses quarterly to talk about any issues with security or problems in the area. Mr. Bolden said two days after that meeting a local business had a fire and over 200 employees needed to be evacuated in February. Mr. Bolden said it was the connection he made with Officer

Miller which helped get the employees out of the cold. Mr. Bolden had all the employees come into Brose out of the weather as fire crews battled the blaze.

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

Penny New Hampshire and Matthew Bouvier - Owners of Faurecia, Auburn Hills, MI (248) 760-8463

Mrs. New Hampshire and Mr. Bouvier were on speaker phone during the conversation and they had nothing but praise for the Auburn Hills Police Department. They both have dealt mainly with Officer Brian Miller who has been a great asset to their business. Officer Miller trained over 600 of their employees in active shooter. Faurecia had a bomb threat a while ago and they were both impressed with how fast and professional the Auburn Hills Police Department responded.

Officer Miller has been working with the owners of Faurecia in creating a business Community Watch program. This is a program to engage other businesses in the area to help each other with security plans. The businesses would help each other know what the others are doing if problems arise including doing security surveys for all the businesses. Officer Miller has started a Stop the Bleed program for Faurecia. This program includes a kit that contains a tourniquet, trauma dressings and has nine stop the bleed kits throughout their business, with training each year. Faurecia also participates with the agency in several community events, one being National Night Out (NNO).

Mrs. New Hampshire & Mr. Bouvier fully support the agency's efforts to become state accredited.

Brady Morishita - Oakland Chinese Church Pastor, Auburn Hills MI 248-635-5955

Pastor Morishita first met with Officer Brian Miller at Five Points Church, teaching an active shooter training. Pastor Morishita was impressed with the training and asked Officer Miller to come into his church and present the training. Officer Miller was more than willing to help. Pastor Morishita also had an issue with a parishioner that was making threats and the Auburn Hills Police Department came in and worked very closely with them to help with the situation.

Pastor Morishita fully supports the agency's efforts to become state accredited.

Martin Alwardt – Assistant Superintendent and Dr. James Schwarz Superintendent – Avondale Public Schools, Auburn Hills, MI (584) 246-6933

Mr. Alwardt & Dr. Schwarz have worked with the Auburn Hills Police Department for several years and have had nothing but a great relationship with the agency. The schools work very closely with their School Resource Officer (SRO) who helps provide training in responding to an active shooter for staff and students. The SRO helps with security surveys to help make the schools safer. Mr. Alwardt & Dr. Schwarz both stated

that the Auburn Hills Police Department is always there and has never said no to anything the schools have requested.

Mr. Alwardt & Dr. Schwarz fully support the agency's efforts to become state accredited.

Sunaya Boomgaard – Resident of the City of Auburn Hills (248) 736-2336

Ms. Boomgaard stated that she was a recent graduate of the Police Department's first Citizen Academy. After the academy, she agreed to be a volunteer at the department. She was impressed with the information received from the Citizen Academy experience. She now has a better understanding of how diverse the training is for members of the Police Department.

Ms. Boomgaard commented on how efficient the department is and said the response times are amazing. She said the police are always visible in the community. She also said the outreach to the schools is excellent and that in her experience, area children are not afraid of the police and are comfortable in approaching police officers.

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

Elizabeth Adolph - Resident of the City of Auburn Hills (248) 978-9726

Ms. Adolph is a recent graduate of the Police Department's first Citizen Academy. Over the years she has heard so much negative comments about police, however, she said attending the Citizen's Academy opened her eyes to police work and now she has a better understanding of what a police officer does. As part of the Citizen Academy experience, she participated in a ride-along and she enjoyed the experience. She said the police do a great job patrolling the city streets and being present in neighborhoods.

Ms. Adolph also shared an experience when her neighbor's son who was "out of control." She said the police were very respectful and treated everyone with compassion and understanding. She also shared that an officer showed extra compassion to her during the death investigation of her husband.

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

Ken Higbee - Resident of the City of Auburn Hills (248) 515-3242

Mr. Higbee stated he just graduated from the Police Department's first Citizen Academy and that he learned a great deal about policing during the experience. He shared that when his car was broken into, the responding officer was very prompt, personable and well mannered. The officer was extremely professional and did a great job. He said the police have a great police presence in the community and provide great service.

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

Eugene Hawkins III - Resident of the City of Auburn Hills (248) 939-7349

Mr. Hawkins said that he is a 23-year resident of Auburn Hills. He said the police are very professional and courteous. He believes the Police Department has an excellent community policing plan. He also said that all of his interactions with police officers over the years and the interactions of people he knows with police officers were all positive. He appreciates the department's response to neighborhood events, the department's vacations checks and how the police assist motorists within the community. He has personally observed police officers interacting with neighbors while patrolling his neighborhood. He also relayed an experience when the police responded quickly to a report of someone breaking into cars. The police responded and apprehended the suspect.

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

2. Correspondence

The assessors received one correspondence regarding the reaccreditation process:

From: Goetzinger, James [mailto:James.Goetzinger@aus.com]
Sent: Tuesday, May 14, 2019 11:48 AM
To: AHPDfeedback <AHPDfeedback@auburnhills.org>
Subject: Accreditation Input

Since the opening of Great Lakes Crossing Outlets (GLCO) the Auburn Hills Police have had officers working with the shopping center, especially the security department. Training, drills and table top exercises initiated by either GLCO or AHPD, have always been done in a joint effort to help each entity learn more about the other. GLCO has been part of the National Night Out events done by the department for years. Relationships between the Police Chief and supervision and the mall Security Director, Assistant Director and supervisors has always been open amicable. Often the officers assigned to the mall walk the floor of the shopping center side by side, sharing information, and becoming familiar with each other's departments' needs.

Long term training events that have taken up to a year to prepare for have been welcomed by the police department. Training classes from Traffic Control to dealing with youth are but a couple of the topics taught the GLCO staff. The shopping center's best interest is always present with the Auburn Hills Police Department when it comes to events, road construction, training, media issues and general public safety concerns.

I can honestly say in my 40 years of shopping center security; I have never worked with a better team of people.

Jim Goetzinger
Public Safety Director
Great Lakes Crossing Outlets
4000 Baldwin, Auburn Hills, MI 48326

3. Media Interest

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

4. Community Outreach Contacts

City Manager Thomas Tanghe (248) 370-9440

Mr. Tanghe is the current City Manager for the City of Auburn Hills. He stated that community policing is extremely important to him and he involves himself in every police officer new hire. He believes in proactive policing and wants to hire new police officers who have a proper understanding of community policing. He is very proud of the Police Department and its staff because they are very active in the community. Community service is extremely important to Mr. Tanghe and is also proud that the Police Department still conducts lockouts for citizens, participates in neighborhood activities, and assists the business community with safety concerns. He stated that the Police Department has cutting edge technology and equipment, training is excellent and the police facility is well maintained.

He sees the city's infrastructure as being a future challenge. He stated the city's current fund balance is at 107% and expects these funds to be used in the future to improve the aging infrastructure. There is an increasing demand for police services because Auburn Hills is becoming a tourist destination for shoppers. At the Great Lakes Crossings Outlets, entertainment and attractions have surfaced, including a new Aquarium, Lego Land, and Top Golf. He is confident that the Police Department will rise to meet any new community challenges.

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

Bianca Karjo (248) 364-6827

Ms. Karjo is a Human Resource Generalist who assists with the Police Department's hiring and promotional processes. She said the department's staff is awesome to work with regarding human resource issues. She also said the Police Department is her favorite department to work with and that she has always received positive feedback regarding the police. She is also proud of the new chaplain program which was recently activated. She has already received citizen compliments about the program. She also explained the city's hiring process and police promotional processes. All processes were in compliance with state standards.

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

Cal Garcia – Pastor of Auburn Hills Christian Center (248) 373-7139

Mr. Garcia spoke highly of the Police Department's outreach to the community, especially the faith community. Monthly meetings are held with community leaders and Coffee with

a Cop events are held at local churches. Everything he hears from his congregation and the community about the Police Department is positive. Mr. Garcia is one of the new police chaplains. He stated that he and the other four chaplains have just completed 17-weeks of training and all of them were graduating the same week as the accreditation on-site.

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

5. Agency Ride-along

On Monday afternoon, Assessor Mills rode along with Officer Todd Raskin. Officer Raskin was very courteous and professional. He demonstrated a thorough knowledge of the agency's policies and directives. He went to several key locations in the city, including the downtown, city borders, prominent neighborhoods, businesses, parks, residential developments and several housing complexes. He was extremely knowledgeable and spoke highly of the agency, his coworkers and command.

On Tuesday evening, Assessor Dave Robinson rode along with Officer Joseph Sears. Officer Sears went to several key locations in the city, city borders, residential neighborhoods, businesses, including the Chrysler building, which he informed me is the second largest building in the United States next to the Pentagon.

Officer Sears currently works night shift patrol. His training includes Drug Recognition Expert (DRE), Standardized Field Sobriety Test Instructor (SFST) along with several other certificates. Officer Sears contributes his many certifications to his supervisors and the command staff for allowing him to go to so many trainings. Officer Sears says the agency encourages officers to put in for training in an effort to better themselves. Officer Sears is a Field Training Officer (FTO) and he talked about the importance of training new officers and remembers when he first started and how much there was to learn. Officer Sears was very knowledgeable in the workings of the department, and spoke highly of the agency, his coworkers and the command staff.

During the ride along, Officer Sears observed a car stopped on the side of the road. As he approached the car, he observed a lady crying because her car had broken down. Officer Sears was very compassionate and made sure that motorist had someone on their way to help. Officer Sears waited for the young lady's father to arrive and helped the father find a place to pull the car off the road until it could be repaired. Officer Sears handled himself in a very professional and caring manner.

6. Community Involvement

The agency has adopted new programs recently. The programs include, but are not limited to, a Citizen's Academy, a Volunteer Chaplain Program, a Cadet Program and the agency has scheduled its first Youth Academy for June 2019. The agency also started a Volunteer In Police Service (VIPS) program. Volunteers wear uniforms for identification and work special events to help be a second set of eyes for the officers. Volunteers are given an operations plan to answer questions for anyone attending the event and radio to

be able to request assistance if needed. Assessor Robinson spoke to volunteer Shannon Garrick. It was apparent Mr. Garrick was very proud of the work performed by officers and volunteers. Mr. Garrick had just completed the eight-week Citizens Police Academy. Mr. Garrick was interested in becoming a volunteer to be able to see another perspective of law enforcement. Mr. Garrick said that the Auburn Hills Police Department is top notch and the instruction he received during the academy was amazing. The scenarios that Mr. Garrick went through really opened his eyes to what officers must encounter day in and day out and he was extremely impressed with the agency and its personnel. VIPS have assisted at the city's annual Tree Lighting Ceremony, Shop with a Cop and Shop with a Hero activities, and National Night Out.

The agency also has an active police chaplain program. Chaplains are a recent addition to the department. The department has five chaplains, all graduated from training during the on-site. The program promotes positive relationships between law enforcement officers and the community. The chaplain service recently assisted agency personnel at a death scene and the officer was very thankful for the service.

The department is also very involved with the local business community by providing workplace violence training, active shooter training, and security assessments. The agency is also very active in the local schools. There are three different districts in the city: Avondale Public Schools, Pontiac Public Schools and Oakland Christian Schools. School cameras are monitored at police headquarters by front desk personnel and there is a school resource officer assigned to the area schools.

The Auburn Hills Police Department has adopted an awareness campaign called Stop the Bleed. It is a national awareness campaign and call-to-action sponsored by the Department of Homeland Security. Stop the Bleed is intended to cultivate grassroots efforts to encourage bystanders to become trained, equipped, and empowered to help in a bleeding emergency before professional help arrives. Students in all schools within the city limits are trained in the program, students from kindergarten to 12th grade, as well as, workers at businesses in the community.

The agency has had a Child Safety Seat Inspection program since 2014. The Police Department partnered with the Auburn Hills Fire Department to create program. This service to the community has grown to include several child seat inspection events and supplying those in need of a child seat, free of charge.

In 2018, the Auburn Hills Police Department, in conjunction with our "One Mind" campaign, developed an Autism, Special Needs and Mental Health Awareness Notification Program for residents. The program allows residents to provide voluntary information to the Police Department about a person living at a specific address within the community. The information reported assists responding officers in identifying individual needs, and prevents officers from misidentifying mental health calls.

Also in 2018, the Auburn Hills Police Department partnered with Families Against Narcotics and began its own "Hope Not Handcuffs" program. Hope Not Handcuffs is a proactive approach to reach out to people struggling with drug addiction to encourage

them to seek recovery and regain control of their lives. An Angel Volunteer is called to assist participants with connecting to an appropriate treatment program.

F. Essential Services:

Chapter 1 – The Administrative Function:

Direction of Personnel

The Chief of Police has the authority to issue, modify, repeal, amend, revise and approve agency written directives, general order, and policy. Division and unit commanders may, with the specific approval of the Chief, issue directives through memoranda or special orders that have bearing only on the specific functions or operations of their area(s) of responsibility.

The overall written directive system was clear and understandable. The directives were constructed in a logical manner with employee duties and responsibilities clearly defined, including constraints on employee actions and expectations.

Fiscal Control

The agency has two cash accounts, one in the Records Division and one petty cash account. The cash drawer in the Records Division is balanced daily. The Chief of Police is the only person with access to the petty cash and has overall responsibility for insuring that petty cash funds are used for legitimate law enforcement purposes. The account is reconciled for its initial balance, cash received, and cash disbursed. The Chief of Police takes an accounting of the petty cash funds monthly. In the event that the amount of cash needed exceeds the established expense limits, by policy, the Chief of Police has the authority to authorize the expense.

Internal Affairs

Division Commanders are responsible for conducting investigations into allegations of employee misconduct and have direct access to the Chief of Police. The Chief of Police reviews the investigation and makes the final recommendation as to the imposition of any disciplinary measures after the employee has had the opportunity for a pre-disciplinary meeting. All recommendations of suspension or discharge is forwarded to the City Manager for final approval.

The agency accepts and investigates all complaints, including anonymous complaints. All internal investigation files are properly secured with limited access. Regular audits of complaints are conducted to ascertain the need for changes in training or policy. The agency publishes an annual summary and written analysis of the complaints received by the department and final dispositions.

During the assessment period, six investigations were conducted. Two cases were closed as not sustained, in two cases the officer's conduct was exonerated, and one case

was unfounded. The sixth case was withdrawn by the complainant. None of the cases showed a pattern of improper behavior by any single officer or group of officers.

Disciplinary Procedures

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

Organization

All sworn personnel take, sign and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States, the Constitution of the State of Michigan and the rules and regulations of the Auburn Hills Police Department. All agency personnel acknowledge a code of ethics and receive ethics training. Bias-influenced policing is strictly prohibited by the agency. There is a definition for bias-influenced policing, including prejudicial decisions affecting individuals in classes protected by federal and state law.

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

The police personnel have structured unity of command. In the City of Auburn Hills Police Department, the Chief of Police is supported by three lieutenants, who lead separate divisions: Support Services, Operations and Investigations. The City of Auburn Hills Police Department currently has 52 sworn personnel.

One of three lieutenants supervises patrol operations. The patrol officers are supervised by road patrol sergeants. The relief sergeant supervises a small traffic unit and small retail patrol unit. The Great Lakes Crossings Outlets is within the agency's jurisdiction and is considered one of the largest shopping complexes in the State of Michigan. There is a sub-station at the mall for officers to process detainees, conduct interviews and write reports. The agency also has access to supervisory personnel on a 24-hour basis; there is always a supervisor on-duty. In the absence of the Chief of Police, the on-call lieutenant is in charge.

Investigations is supervised by a lieutenant. There are five detectives, a school resource officer, a crime analyst, and a court officer assigned to investigations. The Public Service Answering Point (PSAP) for the agency is the Oakland County Emergency Operations

Center. The PSAP receives calls for eight different police departments and 19 different fire departments. The Communications Center was in compliance with all law enforcement standards.

The agency recently added a cadet program which allows the department to remain open 24-hours a day since communications are being conducted the Oakland County Emergency Operations Center. Cadets are college aged interns who assist the public at headquarters. The agency plans to start a Youth Academy in 2019 in an attempt to attract high school aged support staff.

Agency Equipment and Property

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

Public Information

The Chief of Police is responsible for media releases to the public. The responsibility may also be delegated to a Public Information Officer (PIO) or PIO designee, supervisors with responsibility for a specific case or incident, or supervisors may direct other employees to respond to media inquiries.

By policy, the Auburn Hills Police Department cooperates with the news media in an atmosphere of open communication. The agency believes a positive working relationship with the media is mutually beneficial. Information is released to the news media in an impartial, accurate and timely fashion.

Agency Records and Computers

The agency has a detailed written directive system describing field reporting, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords. Any hard copies of reports are stored in a file cabinet where only records staff have access. Juvenile records are kept separate, and there are extra security measures for non-public records. All Freedom of Information requests are handled by records personnel, and the agency abides by the state retention and disposal requirements in accordance with Michigan Statute and Records Management.

The agency has procedures to protect its central records. The data is stored and backed up electronically and is password-protected. Annual security audits and password audits were performed during the assessment period. There were no breaches in security during the assessment period.

Agency Training

The agency training records are current and are being maintained in accordance with applicable retention schedules. Training course content is outlined, and lesson plans are utilized. In-house instructors are properly trained and experienced. New sworn personnel are required to complete an extensive training program. Officers 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 Police Chief makes the final determination of selection of field training officers. The field training program is properly supervised. Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks.

Annual training includes firearms, hazmat, use of force, blood borne pathogens, Taser, and ethics. Specialized training included advanced crash investigations, evidence technician, school resource officer, and raid entry school.

Authorization and Use of Agency Weapons and Ammunition

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

Chapter 2 – The Personnel Function:

Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program, line-of-duty injury and death circumstance policy, and an employee collision and review process. The agency uses a third party provider for the Employee Assistance Program (EAP). No employees used the service during the assessment period. Also during the assessment period, there were no serious line of duty injury or death incidents. The agency also has a comprehensive exposure control and reporting policy.

Performance Evaluations

The written directive requires all agency personnel to receive annual performance evaluations. The agency implemented a new evaluations system during the assessment period which cycles from October to October, therefore, no performance evaluations have been conducted with the new system. However, the agency did provide proof of compliance with documents from the previous evaluation system. The new system has a well-defined purpose statement with established and defined criteria, scored on a rating scale. The system also includes directives to raters regarding evaluation responsibilities and procedures on how to use the required forms. The evaluation system has a clear appeal process, and no appeals of evaluations occurred during the assessment period.

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

Promotion of Sworn Personnel

The promotional process is outlined in the collective bargaining agreements. The process includes a point system. During the promotional process, the CEO reviews the requisite qualifications for promotions when deciding on advancement of personnel. The CEO makes the final decision on all promotions.

Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The stated goals and objectives for recruitment are clear and understandable. The agency has a desire to increase agency diversity; however, the recruitment of qualified personnel based on the agency's minimum standards has become difficult. However, the agency is dedicated to creating a work force that is representative of the diversity of the community. The department is primarily Caucasian. Sworn staff includes 51 males and 14 females, three African-Americans, two Hispanics, and one Pacific Islander.

The agency recently created a recruitment team made up of younger officers. The team is targeting youth in the community who may be interested in a career in law enforcement. This is an effort by the agency's leadership to recruit new hires in an attempt to diversify the workforce. Currently, the department does not reflect the racial and ethnic make-up of the community. The new recruitment plan was initiated in 2018, therefore, no revisions of the plan have taken place yet.

The primary goal of the agency's recruitment plan is to recruit and hire the best qualified candidates available for each sworn position. The plan listed the following recruitment strategies: target employment advertisements toward female and minority audiences, review existing census and demographic data to provide an overview of the community's ethnic and gender composition, conduct recruitment activities outside the agency's jurisdictional boundaries, utilize existing female and minority personnel to assist with recruitment efforts, maintain periodic contact with certified police academies to identify potential female and minority candidates, analyze past recruitment practices to determine their effectiveness, and utilize existing ethnic and minority organizations to assist in recruitment.

Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a thorough background investigation, as well as a medical and psychological exam. The selection process includes oral interviews, examinations, and an executive interview. The Auburn Hills City Manager is involved in all final interviews and makes the decision on selection of new personnel in consultation with the Chief of Police.

Reserve Officers and Civilian Volunteers

The agency does not have a reserve program; however, they have an active volunteer program, VIPS, and a volunteer chaplain program. The programs are relatively new to the agency and have proven successful so far in a relatively short period of time.

Chapter 3 – The Operations Function:

Arrest, Search and Seizure

The City of Auburn Hills Police Department is a full-service agency with arrest powers. The agency and its policies follow the U.S. Constitution in relation to arrest, search and seizure. The agency recognizes the foundation set forth in the Fourth Amendment.

Agency policy outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency takes in-custody arrests directly to their temporary detention facility for processing. Breathalyzers for Operating While Intoxicated (OWI) arrests are also conducted at the detention facility. If arrested subjects are not able to make bond, the detainees are transported to Oakland County Jail within four hours.

The agency only conducts strip searches when an arrestee is lodged and there is reasonable cause to believe the suspect is concealing a weapon, controlled substance or evidence of a crime. The strip search is conducted by a person who has obtained prior written authorization from the shift commander after consulting with the operations commander or his/her designee. The strip search must be conducted by person of same sex in private and with the fewest number of personnel as necessary. Body cavity searches are conducted by a licensed physician or a nurse acting with the approval of a licensed physician, with a search warrant.

Interview and Interrogation

The City of Auburn Hills Police Department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has four interview rooms located at the police agency and one interview room at their satellite office in the Great Lakes Crossings Outlets. All interview rooms have audio and video recording capability. If an officer is watching the interview from a computer, they can type notes into the software program to assist investigators in easy retrieval, rather than having to review an hour-long interview. The agency encourages the use of audio and video taping capabilities for purposes of recording statements and confessions in an overt or covert manner consistent with state law.

Use of Force

There were 43 use-of-force reports completed during the assessment period. The agency conducts a thorough investigation for each Use of Force incident, and the officers were found to be in compliance with agency policies & procedures.

The agency completed a detailed review of the 43 Use of Force incidents for the evaluation period which made up only 1.7% of 2426 arrests and/or .014% of 29,363 calls for service where officers were dealing with the public.

Communications

The City of Auburn Hills Police Department uses the Oakland Emergency Operations Center for all emergency calls for service and all after-hour calls for service. The onsite team toured the facility and spoke with the agency's supervisor regarding dispatch policy. All 911 recordings are kept in storage for a minimum of seven years. Telecommunicator's can review the last seven days of recordings from the computer system.

The Communications Center has a brand-new back-up generator onsite that will automatically engage, supplying power to the Communications Center to maintain operation. The generator goes through a weekly test and has a full load test done annually. The Communications Center is equipped with an uninterruptible power supply (UPS), which is designed to bridge the gap between the power outage and when the generator provides power.

Each dispatch station is set up identical, allowing for dispatchers to move station-to-station seamlessly. All emergency medical dispatch is handled by the Oakland Emergency Operations Center. The Communications Center provides dispatch services for 8 police agencies and 19 fire departments.

Field Activities

The City of Auburn Hills Police Department policy allows for pursuits by officers who follow the established guidelines in the written directive. Roadblocks, boxing, pit maneuvers and/or intentional collisions are prohibited. During the assessment period, there were seven traffic pursuits. Six of the pursuits were reviewed and to be found within policy guidelines, and one pursuit was outside of policy. Coaching was conducted with the employee to ensure safety and compliance with policy.

The Auburn Hills Police Department has in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency has video recording equipment in their police vehicles. The videos are remotely downloaded when the patrol car pulls into the departments sparking lot and garage. All video's follow the agency's retention guidelines.

The Auburn Hills Police Department uses a Mental Health Notification Program. Mental health concerns don't always manifest in an obvious or observable manner. This program

allows citizens to notify the agency of any mental health concerns at their residence, so officers might have the information at the time of dispatch.

The Auburn Hills Police Department has a foot pursuit policy, which complies with the standard. The written directive has a section that states that the reinstatement of a previously terminated pursuit is permitted at the discretion of a supervisor if conditions change.

On Monday afternoon, assessors attended the patrol briefing. There was a free exchange of information regarding current patrol issues that needed to be addressed. Extra patrols were being assigned to pharmacies and automatic teller machines because of recent criminal intelligence received about illegal activity. The sergeant conducting the briefing went around the room and asked each officer to participate with information sharing. The briefing was professional and informative.

Traffic Safety and Enforcement

The Auburn Hills Police Department has applicable policies in place regarding traffic violation enforcement, enforcement options, offenders, and traffic direction and control. The directive establishes procedures to conduct motor vehicle stops, including high-risk stops. The enforcement options include warnings, citations, and arrest when appropriate.

The department assigns officers to enforcement areas as part of an overall patrol enforcement and crime prevention strategy, designed through analysis of data, the concept of Data-Driven Approach to Crime and Traffic Safety (DDACTS). This concept has been used by the agency since 2014 as a strategy for reducing crimes and traffic crashes.

Homeland Security/Critical Incidents

The agency has a critical incident system in place, which includes command, operations, planning, logistics and fiscal responsibility. The agency hasn't had any critical incidents, however, the agency is well equipped to handle all aspects of the Incident Command System in the event its needed.

Chapter 4 – The Investigative Function:

Criminal Investigation

Officers follow up on their own investigations during their work shift, depending on the severity of the complaint and how busy they are. Once an officer leaves for the day, the complaint is reviewed by a supervisor and sent to investigations. The investigations supervisor reviews each case and assigns follow-up to a detective. Solvability factors are considered when screening cases for follow-up assignment. A policy is in place for eyewitness identification.

Crime Scene Processing

The agency has detectives and accident investigators available 24 hours a day. Some detectives have specialized training in Cellbrite, a software that allows the agency to investigate cell phones and retrieve information that would normally take weeks at a lab. The agency has officers trained in several areas of evidence technician training, footwear impressions, crime scene photography, fingerprint, and trace evidence, to name a few. If the scene is too large or the agency needs assistance they have local agency's available to assist.

Storage of Evidence and Property

Appropriate policies are in place for property processing and evidence collection. The agency has a large, well-organized property room. Only the property clerk and support services division commander have access to the room. The door has card key access with video outside the door with recording access. There are several two-way lockers for officers to put large pieces of evidence into along with smaller lockers in which evidence is placed and secured until the property officer comes in. The agency also has a large inside vehicle bay that can be secured to limit access in case of a vehicle or large items that can't be secured in a locker. The agency has a large safe available for valuable jewelry and money. Evidence that needs lab submission is sent to the Michigan State Police Lab in Sterling Heights or the Oakland County Sheriff's Department Lab. Appropriate policy for transmission and chain of custody are in place.

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

Officer Brian Miller claimed the property room was haunted by a "spirit" or ghost. In support of the claim, the property custodian showed the assessment team a video recording of a box of property moving off a shelf onto the floor. It appeared in the recording that the box was pushed off the shelf. This occurred in the middle of the night with no one around or in the room, and no alarms were activated. The video was curious to watch. During the on-site and upon inspection, the property room appeared secure.

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 or the Law Enforcement Information Network (LEIN).

Special Investigations and Operations

The agency has a general investigations policy and a special investigations policy. The written directives are in compliance with standards. The agency is well organized in keeping records of information shared or received from other agencies. If a complaint is

determined to be too involved, important, or complex or is beyond the capabilities of the officer (or position), personnel will notify the on-duty supervisor who will refer the case to a task force or outside agency.

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

Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

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

Most custodial arrests are brought to the Auburn Hills Police Department Holding Facility for processing. It is the primary booking area. A secondary booking area is located at the Great Lakes Crossing Outlets Police Substation. By policy, the use of the Auburn Hills Police Department main station holding facility is preferred as opposed to the Great Lakes Crossing Outlets Substation due to the extra security measures in place. And by policy, when a detainee exhibits behaviors indicating a risk of escape (such as fighting with, or fleeing from, officers), the main holding facility will be used. Other combative subjects are brought directly to the Oakland County Jail.

At the Auburn Hills Police Department Holding Facility within police headquarters, there is sight and sound separation for males, females and juveniles. The facility is secure, and weapons are not allowed in the holding area. There is a secure jail garage with lock boxes for weapons. Each cell is searched and inspected prior to and immediately after each use of a cell. Weekly inspections of all areas of the jail are documented on an inspection log. The written directive requires personnel be initially trained in supervision and care of detainees and refresher training every three years.

Detainees held in the department holding facility are physically observed (face-to-face visual observation) by personnel a minimum of once every 30 minutes. If the detainee exhibits suicidal tendencies, officers make more face-to-face observations, or maintain constant contact with the detainee.

G. Applied Discretion Compliance Discussion:

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

During this on-site, the agency had one standard in applied discretion.

Standard 3.5.7 Foot Pursuits

ISSUE: The agency did not have a completed systematic annual analysis of foot pursuits.

AGENCY ACTION: A systematic structured analysis of foot pursuits was conducted during the on-site.

H. Waivers of Standards:

This section provides specific information on those standards which qualified for waivers. Waivers are available to agencies when it is impossible to comply with a specific standard. A request to waive standard compliance must be made to the Michigan Association of Chiefs of Police Accreditation Program Director in writing, on official agency letterhead, signed by the CEO. The following standard was granted non-applicable waiver:

Standard 1.9.8 Tactical Team Training
Standard 1.10.1(d) Weapons and Ammunition
Standard 2.6.1 Reserve/Auxiliary Officers Program
Standard 4.5.2 Special Investigations
Standard 4.5.3 Using Confidential Sources

I. Standards Noncompliance Discussion:

The agency had no standards in noncompliance.

J. Future Performance / Review Issues:

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

The current physical plant of the Auburn Hills Police Department is well maintained, however, security issues should be addressed in the future. The grounds surrounding the main buildings are currently open to the public. Any person can gain access to buildings, personal vehicles and police vehicles parked outside. Consideration should be made at securing the site by controlled access to private areas.

K. Summary and Recommendation:

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

Daniel J. Mills, Team Leader
Date: June 11, 2019

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

A handwritten signature in blue ink, reading "Neal A. Rossow", is centered on the page. The signature is written in a cursive style with a horizontal line extending to the right.

Program Director Neal Rossow
Date: June 11, 2019