

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



Onsite Final Report

The Chesterfield Township Police Department
February 23-24, 2021

Team Leader: Brad Wise

Team Member: Matthew Silverthorn

A. Agency Name, CEO and AM:

The Chesterfield Township Police Department
46525 Continental Drive
Chesterfield Township, MI 48047
(586) 949-2322

Bradley A. Kersten
Director of Public Safety

Captain Brian McNair
Accreditation Manager

B. Dates of the On-Site Assessment:

Tuesday, February 23, 2021– Wednesday, February 24, 2021

On May 14, 2021, Assessor Silverthorn returned to check 2021 proofs for standards which were “Wet Ink” policies during the initial assessment. This was done to ensure there would be no issues at future reaccreditation.

C. Assessment Team:

1. Team Leader: Brad Wise, Inspector
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2. Team Member: Matthew Silverthorn, Lieutenant
White Lake Township Police Department
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3. Observer: Matthew Ivory, Lieutenant
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7525 Highland Road,
White Lake, MI 48383
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D. Community and Agency Profile:

1. Community Profile

The Michigan State Legislature officially created Chesterfield Township in 1842. It was an originally a European-American settlement called Chesterfield in the 1830's. The Grand Truck Railroad was built through Chesterfield Township in 1865 and stimulated the development of businesses. Chesterfield Township became a Charter Township in 1989.

Chesterfield Township was popular to the early settlers because of its location on the shores of Lake St. Clair with its many streams and rivers. Land provided vegetation that could be gathered, the waters provided fish, and transportation, which were key for survival. The most important harvest in the area was salt. The area contained salt springs whose brine when evaporated provided a trade good. Today a Salt River that runs through the heart of the community. Due to the locations of rich environmental resources it was a land of Native Americans, trappers, hunters and farmers. Chesterfield Township was given the nickname "Gateway to Anchor Bay."

In 1916 the Packard Motor Car Company acquired 640 acres of land on the south border of Chesterfield Township. In 1917 this became the Joy Aviation Field, today known as Selfridge Air National Guard Base. Selfridge houses all branches of the military, Coast Guard Air Station, Border Patrol, United States Customs and Border Protection, and is the proud home of the Michigan National Guard 127th Wing.

Selfridge had two major pieces of property within Chesterfield Township, one being a "crash box" and the other a 102-acre base housing site called Seville Manor. The base housing site was decommissioned in 2010. This spring a new, 76 million, 128 bed, state of the art Veteran's Home will open on the site.

The Grand Truck railroad provided a means of transportation for many industries throughout the years. The former Ford Automotive Trim Plant location is now operating as a Kroger distribution center. Lionel Trains had its headquarters, plant, and visitor's center in the Township until it closed several years ago. Both Dewalt and Stanley/Black and Decker operate several manufacturing plants. Chesterfield's Anchor Bay Packaging, Motor City Stamping, and Ogura Corporation supply the automotive industry.

Chesterfield Township is home to Safie Specialty Foods, known for their gourmet pickles, Achatz Handmade Pie Company, Turri Italian Foods, and a premium boat builder known as Unriehl Performance. The township is home to an expanding, prosperous business and retail community. Some recent additions include Cabela's, BJ's Warehouse, Olive Garden and Aldi.

Chesterfield Township covers approximately 30.7 square miles. It has seven miles of Lake St Clair Shoreline, on an international border. Seven miles of Interstate I-94, Gratiot Avenue (M-3), M-19 and M-59 are major roadways that pass through the Township. We are the end of the SMART Bus Line with service leading all the way to Downtown Detroit.

Within the township, there are three prestigious school districts; Anchor Bay, L'Anse Creuse and New Haven. Our communities range from mobile home parks, apartments, condominiums, retirement communities, sub-divisions, active farms, to exclusive luxury homes. Overall, Chesterfield is one of the fastest growing areas in Michigan.

As of the census of 2000, there were 37,405 people, 13,347 households, and 10,076 families residing in the township. The population density was 1,341.7 per square mile (518.0/km²). There were 13,967 housing units at an average density of 501.0/sq mi (193.4/km²). The racial makeup of the township was 93.43% White, 2.97% African American, 0.40% Native American, 0.76% Asian, 0.02% Pacific Islander, 0.87% from other races, and 1.56% from 2 or more races. Hispanic or Latino of any race were 2.52% of the population.

Households

There were 13,347 households out of which 43.1% had children under the age of 18 living with them, 62.1% were married couples living together, 9.5% had a female householder with no husband present, and 24.5% were non-families. 19.2% of all households were made up of individuals and 4.7% had someone living alone who was 65 years of age or older. The average household size was 2.78 and the average family size was 3.22.

By Age

In the township the population was spread out with 29.8% under the age of 18, 7.9% from 18 to 24, 36.4% from 25 to 44, 19.3% from 45 to 64, and 6.6% who were 65 years of age or older. The median age was 33 years. For every 100 females there were 98.5 males. For every 100 females age 18 and over, there were 95.6 males.

By Income

The median income for a household in the township was \$61,630, and the median income for a family was \$69,554. Males had a median income of \$50,834 versus \$30,275 for females. The per capita income for the township was \$24,410. About 3.9% of families and 4.7% of the population were below the poverty line, including 6.8% of those under age 18 and 3.8% of those age 65 or over.

2. Agency Profile

Chesterfield Township Police Department was formed over 50 years ago at the direction of the Chesterfield Township elected officials. Prior to the creation of the Chesterfield Township Police Department, the township utilized elected constables who performed limited law enforcement activities throughout the township.

The evolution of the Chesterfield Police department was similar to other communities who recognized the need for a local Police presence that would serve the residents of Chesterfield Township during a crisis. This also include the creation of a central dispatch location for Police, Fire and EMS request by the residents. Over the years, the Township has continually enhanced the capabilities of the Police department especially in the areas of technology and staffing. As the township has continued to grow both in population and

calls for service, the diversity of the police department has also expanded to meet these demands.

In 2018, the Chesterfield Township Police and Fire Department were administratively merged for financial and management purposes to form the Chesterfield Township Department of Public Safety. Today, all within modern police standards and best practices, the Chesterfield Police Department offers the most responsive, service driven model to our residents.

The Chesterfield Township Police Department is staffed in the following manner:

Chief of Police/Director of Public Safety (1)

Captains (2)

Lieutenants (Vacant)

Sergeants (11)

Detectives (5)

Patrol Officers (27)

Special Assignments (3 – K9, School Liaison, Training Officer)

Dispatchers (10)

Records/Civilian Staff (10)

The Chesterfield Township Police Department is staffed with 66 employees (46 sworn, 20 non-sworn). The demographics of the agency are as follows:

Gender:

Male 44

Female 22

Education

Master's Degree 5

Bachelor's Degree 11

Associates Degree 28

Call Statistics

YEAR	911 CALLS	NON-EMERGENCY	OUTBOUND CALLS	TOTAL CALLS	AVERAGE PER DAY
2018	19,580	50,318	18,261	69,898	192
2019	19,887	52,548	18,849	72,435	199

Reported Incidents Created in CAD/Dispatched

YEAR	CHESTERFIELD TWP POLICE	CHESTERFIELD TWP FIRE	TOTAL	N.B.P.D.	N.B.F.D.	TOTAL
2018	25,148	3,418	28,566	8,277	1,252	9,529
2019	27,052	2,255	29,307	7,691	1,255	8,946

3. CEO Biography

Bradley A. Kersten, Chief of Police/Director of Public Safety

Director Kersten is ultimately responsible for the administration of police services and the department’s operation.

Chief Kersten attained his Master of Science degree in Public Safety Administration from Eastern Michigan University, as well as being a graduate of Eastern Michigan University’s School of Staff and Command, Michigan Police Executive Development Seminar (MPEDS), and the Center for Police Management and Leadership studies at Macomb Advance Police Academy.

In his 32 years with the Chesterfield Township Police Department, past responsibilities and projects have included establishing relationships and partnerships with other agencies, vendors and contractors, with the ultimate goal of improving or enhancing the department’s ability to provide services to the community in an efficient and effective manner. He has supervised both civilian and sworn staff, and has been responsible for the research, assessment, recommendation and implementation of a wide variety of technological projects, including:

- Transition of the Dispatch Center from paper & pencil run cards to a fully functional comprehensive 911 Emergency Call Center, with state-of-the-art Computer Aided Dispatch (CAD) systems with on-screen mapping and vehicle tracking capabilities
- Centralized Records Management System (RMS) in which all information affiliated with a case, from the call, to arrest, booking, property, investigations, case management, warrants, history, crime statistics and more, are stored in a central database, accessible to designated personnel with proper credentials to access the computerized records management system

- In-vehicle mobile computing software, allowing Officers to receive calls on their PCs, view prior history at a location, etc. – all of which is integrated with the centralized CAD/RMS system
- Researched, advised and facilitated the changeover to the State of Michigan 800MHz radio system

In addition to his experience with Chesterfield Township Police Department, Chief Kersten has also been an Adjunct Professor at Baker College, and has extensive experience in both Fire Services and the EMS fields, and to this day maintains a State of Michigan – Emergency Medical Technician Specialist (EMTS) level of licensure. Chief Kersten is a past president of the Macomb County Police Chiefs association and the immediate Past President of the Southeast Michigan Chiefs of Police. He has also been selected by Ex-Michigan Governor Rick Snyder, to the MPSCS Interoperability communications commission and still serves in this capacity today.

4. Future Issues

Chesterfield Township is 65% built out, however in the last year the township issued the fifth most building permits in Southeast Michigan, indicating rapid growth. Recruiting qualified candidates and maintaining adequate staffing levels for the department to meet the challenge of responding to an ever-changing criminal element will be a challenge. Commonplace police responses are becoming more complex and placing extraordinary demands on departments and their officers. The department must continue to provide a highly trained staff to its community, with the ability to manage critical situations with advanced technologies.

The agency's headquarters will face a major facelift in the near future. The main entrance, or front of the building, will be relocated to another portion of the facility. This will allow the the headquarters to be front facing to main throughway. An access road will be constructed to this throughway as well.

E. Public Information Activities:

1. Telephone Contacts

The public telephone line was active on Wednesday, February 24, 2021, from 10:00 a.m. to 12:00 p.m. The telephone line was tested, found to be functional, and 3 calls were received:

Rocco Maggio (586) 630-6733

Mr. Maggio stated that he is a long time business owner in Chesterfield Township. He described the Chesterfield Township Police Department as having "great personnel." Mr. Maggio stated that his interactions with the Chesterfield Township Police Department have been positive. The officers were described as "positive and professional." Mr. Maggio fully supports the department becoming accredited.

Linda Hartment (586) 482-2941

Mrs. Hartman is the former Chesterfield Township Treasurer. She has also been a past member of the Chesterfield Township Planning Commission and Library Chamber. Mrs. Hartman stated that the Chesterfield Township Police Department has high standards concerning their hiring practices and expectations of their police officers. Mrs. Hartman specified that she often hears from other citizens regarding their satisfaction with the Chesterfield Township Police Department. Mrs. Hartman stated that she is proud of the Chesterfield Township Police Department and fully supports their accreditation.

Paul Miglio

Mr. Miglio is a Chesterfield Resident of 20 Years. He stated that he has never had need to contact the police or had any crime related interaction. He read a newspaper article in 2017 about the Citizen Academy that Chesterfield Township was offering and he attended to learn more about his community. He stated that he was "overwhelmed" when he discovered how much the Police Dept did in the community. The experience of the academy caused him to become an advocate for the department and police in general. He stated that he called to express his gratitude for what the department does and to put on recorded that he is happy that the department is becoming accredited.

2. Correspondence

The assessors received eight email correspondence regarding the accreditation process:

Item #1

*From: Kolby Miller
Chief Executive Officer
Medstar Ambulance Service*

Date: February 21, 2021

To: Neal Rossow

Subject: Chesterfield Township Accreditation

To Whom It May Concern: I am happy to provide a letter of support and reference for the Chesterfield Township Police Department. There are few departments in our state that provide the same level of service and commitment to the community.

As the Chief Executive of Medstar, Inc, I have worked closely with the command staff, detective bureau, and patrol personnel for 17 years. Our paramedics and EMTs are very appreciative of the excellent working relationship on scene; and the seamless interaction frequently benefits critical patients, as well as family members needing additional assistance. When interacting on motor vehicle crash or other roadway incidents, CTPD officers are always aware of the safety of patients and EMS personnel, and manage the incidents with the best interest of all.

In addition to the line level engagement, I have frequent interaction with Chief Kersten, as we work closely to ensure that events or anticipated issues within the township are appropriately planned and staffed. Whether parades, protests, or holiday events, Chief Kersten's team communicates very well with associated agencies such as ours, and puts any necessary time and effort into ensuring the safety of residents and visitors to Chesterfield Township.

During our joint training opportunities, the professionalism and commitment of the Chesterfield Township Police officers is commendable. In my 32 years as an EMS provider and leader, I have worked with several law enforcement agencies, however, very few that maintain the level of professionalism, respect, and community engagement of the Chesterfield Township Police Department.

If I can be of any additional assistance, please do not hesitate to contact me.

Respectfully,

Kolby Miller
Chief Executive Officer

Item #2

*From: Laura Yousaf
Date: February 25, 2021
To: Neal Rossow
Subject: Chesterfield Police*

To whom this concerns-

Chesterfield police have been such a great support during our years in the community. They are always quick to respond and very professional. We have been part of the community for the pass 13 yrs.

Thank you,
Laura Yousaf
The Pita Peddlee

Item #3

*From: Anne Berglund
Date: February 23, 2021
To: Neal Rossow
Subject: Chesterfield Police Department*

Assessment Team,

I would like to comment on one aspect of the Chesterfield Police Department. I am the principal at Lottie M. Schmidt Elementary School in the Anchor Bay School District. Officer DePape is our school's Police Liaison. First, I appreciate the fact that the police department is able to offer this service to the elementary schools. In the past, Officers were only found in the secondary schools. However, the Chesterfield Police Department made the offer of including the elementary schools and we totally appreciate their presents in our buildings.

Secondly, we have developed a pleasant rapport with Officer DePape and the children have grown accustomed to seeing a Police Officer in our building. They are no longer worried or afraid when they see her walk the halls. This provides a comfort to our students if they ever need a time to talk to someone they trust. In addition, Officer DePape offers many presentations for the students on such items as: Halloween safety, ALICE training, Cyber safety, Bullying programs, etc.

Especially when we returned to face-to-face instruction; Officer DePape added a calmness and strength to the already stressful world that we live in right now. She has continued to offer her support throughout the school year and never waivers from the commitment that the Chesterfield Department has made to the elementary schools in Anchor Bay School District.

Thank you for your time and if you have any questions, please do not hesitate to call me.

Anne Berglund
Lottie M. Schmidt Elementary School
33700 Hooker Road
Chesterfield, MI 48047
586-725-7541

Item #4

From: Candace Burnham
Date: February 23, 2021
To: Neal Rossow
Subject: Chesterfield Police Department

Hello,

I just wanted to write a short statement and say that the Chesterfield police department does an amazing job keeping our city safe. I like seeing their presence at busy store parking lots. It makes me feel safe when visiting the local businesses.

Thank you
Candace Burnham

Item #5

From: Laura Fiebelkorn
Date: February 24, 2021
To: Neal Rossow
Subject: Chesterfield Police Assessment Comment

Hi!

I'm writing to let you know how amazing out Chesterfield Police department is! I cannot tell you enough how much they have done for our community. I run a large childcare center in Chesterfield Township and they have come to visit us every summer to give our children an inside look at A police car and Tell them all the important things police officers do to help us on a daily basis. On A personal note, my son was also in the junior police academy a couple summers ago and still talks about it until this day! He wishes he could go back every year! They really taught him how to be an outstanding person! As a resident of Chesterfield township for 30 plus years I definitely feel As though we have one of the best Police departments around!

Thank you for taking your time to read this.

Laura Anderson

Item #6

From: Joel Ballor
Date: February 23, 2021
To: Neal Rossow
Subject: Support of Accreditation for the Chesterfield Township Police Department

It is my pleasure to support the Chesterfield Township Police Department in its accreditation endeavor. The leadership at the department have excelled in taking the department to its highest level that we have seen in our 30 years of supporting and assisting. Led by Chief Kersten the department is one that is respected by its vendors and the community alike. The outreach the officers do within the community is impressive and plays a big part to the support they receive back within the community. We are in our 82nd year in the towing business and have supported the department for at least 30 of those years. It is my opinion that the department has never been more efficient and accessible as they currently are. The handling of police towed vehicles and auctions is one example. While dealing with inventory of cars is not the most glamorous of police work, the department works efficiently and takes the process seriously. Lastly, the interaction with all members of the department, no matter the rank, is one that is based on professionalism and respect. The Chesterfield Police Department is highly deserving of this distinction.

Joel Ballor
Joe Ballor Towing Inc.

"Since 1939"

Mobile:810-217-0370
Dispatch: 586-749-5117

Item #7

*From: John McMicking
Date: February 21, 2021
To: Neal Rossow
Subject: The Outstanding Department of the Chesterfield Police - Chesterfield Twp., Michigan*

Dear Mr. Rossow,

I am writing on behalf of the Chesterfield Police Department and their aspirations for accreditation.

My wife and I had heard about a program they have called the "Citizen's Police Academy", and we enrolled. It was a fantastic educational experience! I have always respected the police, but after this class, I hold the members of the CPD in very high regard. They taught us a lot! They were very engaged, and enthusiastic about the material they covered. I would do it again!

From that experience, we heard of the "Friends of Chesterfield Police", and we joined that organization. From there, we have helped to run their "Open House" where they invite the public into their house to tour and see how things are done. It is a great event for the public, and it gets bigger and more popular every year.

To be honest, I don't know what this accreditation really means, for them, but I fully believe the fine officers, captains and chief deserve the accolades!

Sincerely,

John McMicking
Resident of Chesterfield Twp., Michigan

Item #8

*From: Judy McMicking
Date: February 21, 2021
To: Neal Rossow
Subject: Chesterfield Police Department Accreditation*

Hi,

I am a citizen of Chesterfield and I am proud of our Chesterfield police department and our officers. They really care about our community and the citizens.

I attended their citizen police academy and it was one of the best learning experiences. I met a lot of great and caring officers and learned so much about what they do on a daily basis. I would definitely like to take the class again.

They also have a junior police academy and I got to witness firsthand the excitement of the children and watch them grow throughout the class.

They also have an open house at the police station every year except now because of Covid. They open up the station for you to walk through and learn. They give you free food, entertainment and other free things. All of the officers are right there and hands on for anything you need.

I could go on but I will stop for now.

Thank you,

Judy McMicking

3. Media Interest

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

4. Community Outreach Contacts

Assessors meet with Chesterfield Township Board Members:

- David Acciavatti, Township Supervisor
- Kathy Elliott, Township Treasurer
- David Joseph, Township Trustee
- Hank Anderson, Township Trustee

Chesterfield Township Supervisor Acciavatti, Treasurer Elliott, Trustee Joseph and Trustee Anderson met with assessors as group to express their support of the Chesterfield Township Police Department. They identified the agency's professionalism and service to township residents as above par. The group fully support the agency's effort to become state accredited.

5. Agency Ride-along

On 02/17/21, Assessor Silverthorn went on a ride-along with Sgt. Eric Meier for approx. two hours. Meier is a Patrol Sergeant, FTO, Use of Force Trainer, and a member of the county SWAT team. Meier showed the boundaries of the Township and where other jurisdictions meet and the intricacies created. Meier explained the FTO process, which is an industry standard San Jose Model program. He explained and showed how the patrol shifts were split into geographic areas, using area terminology of Red/Blue/Float. A normal patrol shift has 4 to 5 members including Sgts. The ride-along demonstrated the diversity of the community, from high-end homes on the bay of Lake St. Clair to mobile

home communities. The jurisdiction also has diverse retail and service businesses, and an area of light industrial manufacturing located near the rail line.

On 02/17/21, Observer Ivory went on a ride-along with K-9 Officer John Amore for approx. two hours. Amore is also the Union President for the Police Officers' union. During the ride, Officer Amore showed the boundary lines of the township along with various business areas and commercial areas. He discussed the department's make-up, as well as call volume, special units, and cooperation with other agencies. He talked about prominent citizens in the township and their working relationship with Selfridge Military Base. Officer Amore was very candid about the police department and spoke highly of his fellow officers as well as their working relationship with the command staff.

6. Community Involvement

Assessors meet with Chesterfield Township School Resource Officer Amanda Depape. Officer Depape coordinates the Junior and Citizen's Police Academies.

The Junior Police Academy is designed for children, grades five through seven. The academy is designed for twenty four participant, but due to its popularity, the last academy was expanded to fifty participants. The students are provided a uniform that consists of a tee shirt and shorts, donated by a local business. The curriculum consists of leadership training, mock crime scenes, traffic stops, and distracted driving by texting while drive a golf cart provided by a local golf course.

The Citizen's Police Academy provides the participants with a well-rounded sampling of police academy subjects. The academy meets once per week for twelve weeks. Alumni have organized and are known as the Friends of Chesterfield Police. The organization is supportive of the agency in many ways including with events, donation of materials, etc.

School Resource Officer Amanda Depape has initiated a program in the elementary school titled the Gold Citation. Officer Depape described the program as when a student is caught doing something good she issues them a metallic gold colored citation. The citation is redeemable at two local restaurants that sponsor the program.

F. Essential Services:

Chapter 1 – The Administrative Function:

Direction of Personnel

The Chief of Police has the sole authority to issue, modify, and approve agency written directives. However, the Chief's designee may issue or make modifications to policy during the Chief's absence. The agency has a written directive system. 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 maintains a cash accounts, in the Records section. There is a cash register that receives money from citizens for purchases such as FOIA. Each transaction is recorded via the register. The register is reconciled at the end of the day, leaving an initial \$100 balance for the following day. At the close of each business day, monies are turned over to the township treasurer's office weekly. There is no petty cash and confidential fund accounts at this time. The agency utilizes BS&A software which requires dual signature for purchases from one authorized budget. The Chief of Police authorizes all purchases up to \$5000. Only the Township Board can authorizes any expenditure over \$5000.

Internal Affairs

Supervisors are responsible for the internal investigation function of the agency. The assigned supervisor is delegated the authority of the Chief of Police for the purpose of directing the investigation. The investigating supervisor has direct access to the Chief of Police during the investigation. The agency will accept and investigate all complaints, even those made anonymously. Upon completion of the investigation, a disposition is recommended to the Chief of Police for approval/disapproval.

During 2019 the agency conducted sixteen internal investigations with eight resulting in discipline. Twenty six internal investigations were conducted in 2020 with four resulting in discipline. The agency did not identify a need to change policy and did not identify any training needs. The agency uses training and counseling in lieu of discipline when appropriate.

The annual analysis revealed that proper records, reports, and tracking mechanisms were in place to identify employees who may need additional training or corrective action.

On re-check, 2020 analysis was completed correctly in 2021.

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 and no grievances filed in matters of discipline or corrective action. Only the Chief of Police can authorize dissemination of agency disciplinary actions.

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 and the Constitution of the State of

Michigan. Bias-influenced policing is strictly prohibited by the agency. There is a clear definition for bias-influenced policing, including but not limited to race and ethnic status or characteristics.

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

The police personnel have structured unity of command. In Chesterfield Township Police Department, the Chief of Police/Director of Public Safety is supported by two police Captains. The Chesterfield Township Police Department currently has 46 sworn officers. There is an intent to fill the current Lieutenant vacancies. The agency has 11 Sergeants, including an Administrative Sergeant and a Detective Sergeant. Five Detectives and 27 patrol officers complete the sworn staff. The agency also employs 10 dispatcher and 10 Records/Civilian staff members.

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, a Captain is appointed to act in the Chief of Police's absence.

Agency Equipment and Property

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

On re-check, a system was put in place in 2021 to inventory and inspect all officer equipment twice a year that coincides with uniform change from winter to summer uniform and change back.

Public Information

Designated sworn staff act as the Public Information Officer (PIO). The PIO is the point of contact and directs the preparation of all media releases. In the PIO's absence the Patrol Commander or Administrative Commander acts as the Public Information Officer. News releases are classified as On-Going Investigation, Public Relations, or Emergency News Release. The Director of Public Safety/Chief of Police, Public Information Officer, Patrol Division Commander, Administrative Commander, or the officer in charge of the investigation may make news releases. By policy, the Chesterfield Township Police Department cooperates fully and impartially with authorized media personnel by assisting

their efforts to gather factual public information pertaining to activities of the agency, as long as providing such information does not unduly interfere with agency operation.

Agency Records and Computers

The agency has a detailed written directive system describing field reporting, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords. Any hard copies of reports are stored in a room where only records staff have access. Juvenile records are kept separate, and there are extra security measures for non-public records. Freedom of information requests are handled by the Records staff 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 field training program is properly supervised by a sergeant. Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks. The agency has a remedial training policy. During the assessment period the agency provided remedial training. No other training needs were identified during the assessment period.

Specific required annual training topics were properly identified in the written directive. The agency conducts mandatory training annually with each patrol team to accomplish the required training, review of material, and assessments. Annual training included firearms, hazmat, use of force, blood borne pathogens, Taser, Simunition, legal update, workplace violence, and vehicle pursuits. Agency-authorized in-service training focuses on any changes in case law affecting law enforcement, interview and interrogation techniques, crime prevention, emergency medical services, collection and preservation of evidence, and report writing. The agency has a member assigned to the Macomb County tactical operations team. The team trains monthly throughout the year.

On re-check, 2021 in-service is being conducted in accordance with the Department training plan.

Authorization and Use of Agency Weapons and Ammunition

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

Chapter 2 – The Personnel Function:

Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program, line-of-duty injury and death circumstance policy, and an employee collision and review process. One employee was involved in collisions on duty. The accident was investigated, reviewed, and appropriate action taken. The agency uses a third party provider for the Employee Assistance Program (EAP). All city employees have access to the service and it is kept confidential how many police department employees utilized the service during the assessment period. Also during the assessment period, there were no serious line of duty injury or death incidents. The agency has a comprehensive exposure control and reporting policy. Off duty employment is allowed with approval from the CEO. Extra employment is prohibited by policy.

Critical incident stress policy was added in 2020. On re-check, Critical Incident Stress training was conducted by all sworn members in March 2021.

Performance Evaluations

The performance evaluation system is new to the agency, but 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. Training for evaluators is documented and the evaluations are maintained according to the department's retention schedule. Evaluations are conducted on an annual basis which corresponds with shift bids. Since this is a new policy, evaluations will not occur until September 2021.

The agency has an established early warning system. Supervisors use the system consistently and effectively.

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 performance evaluations, training, and other requisite qualifications for promotions when deciding on advancement of personnel.

Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The stated goals and objectives for recruitment are clear and understandable. The agency has a desire to increase agency diversity; however, the recruitment of qualified personnel based on the agency's minimum standards has become difficult. The agency is dedicated to creating a work force that is representative of the diversity of the community. Recruitment activities include outreach to the local police academy, community service organizations, schools, and other media outlets.

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. Background investigations are conducted by the agency. The selection process includes examinations, panel interviews, and an executive interview. The CEO makes the final decision on selection of new personnel.

Reserve Officers and Civilian Volunteers

The agency does not have a reserve program; however, they have an active Chaplain program. The Chaplains are on-call twenty-four hour, seven days a week basis. The Chaplains receive appropriate training for their position.

Chapter 3 – The Operations Function:

Arrest, Search and Seizure

The Chesterfield Township Police Department is a full-service agency with full arrest powers. The agency and its policies follow the U.S. Constitution and the Constitution of the State of Michigan in relation to arrest, and search and seizure practices. The agency recognizes the 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 arrests directly to the Chesterfield Township Police Department jail for processing and housing. The detention area is monitored by a centralized camera system. In the event there were an emergency officers may summon assistance via radio or an emergency phone that rings directly into the dispatch center. For arrests, officers store their weapons in a wall mounted safe before entering the weapon restricted areas within the department.

The agency has a compressive policy regarding the alternate care for arrestee's dependents or service animal.

The agency has a good strip search and cavity search policy in place indicating when and where these types of searches are to be conducted, by whom and by what authority. There were no occurrences of either type of search within this accreditation period.

Interview and Interrogation

The Chesterfield Township Police Department has established procedures for standards compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has several interview rooms located on the premises. Interviews are monitored remotely by other officers via security cameras. Officers depend on their radio or cell phone to summon assistance, if needed. All interview rooms have audio and video recording capability. The agency's written directive dictates that all custodial interviews/interrogations shall be recorded. Investigative officers are encouraged to use the agency's audio and video taping capabilities for purposes of recording statements and confessions in an overt or covert manner consistent with state law. The policy also indicates that no more than two officers will be inside an interview room during an interview/interrogation.

Use of Force

The agency has a comprehensive use of force policy that includes the use of reasonable force when force is used, applicable terms, criteria and restrictions on the use of deadly force, and responsibilities. Assessors were able to review several use of force reports generated during this assessment period. The reports were well written and concise in nature but thorough in their descriptive language. The initial report is completed by the involved officer and the report is reviewed and approved by their supervisor before it is sent to a higher ranking officer for review. The use of force reporting form was updated in 2021 to include policy compliance and equipment upgrade recommendations.

The agency has a duty to intervene policy requiring the officer to intervene if they witness excessive force and immediately report it to a supervisor. A member of the administration is required to conduct a meaningful investigation of the incident.

The agency completed a detailed review of the use of force incidents for the evaluation period. The report contrasted the prior year's use of force with the current evaluated year and shows a thorough understanding of what's occurring in the agency as it relates to the community.

Communications

The Chesterfield Township Police Department maintains their own Dispatch Center. The Dispatch Center is a full-service dispatch authority and the operators are trained in emergency medical dispatching. Assessors were able to view the facilities and see the steps taken in a medical emergency and the recommended charts used by dispatchers and call takers to render aid instructions over the phone while medical services are enroute. All recordings are kept in storage for a minimum of 31 days unless requested by

the department for longer retention. Review of the tapes are limited to personnel with a legitimate and official need.

The Dispatch Center has a back-up generator that was observed on-site. The generator will automatically engage if the main power supply is lost thus supplying power to the Dispatch Center to maintain operations. The generator goes through a bi-weekly function test. According to the dispatch personnel there has never been an interruption in service when the power supply has been switched from the main power supply to the generator. The Dispatch Center is equipped with a backup battery power supply system to bridge the gap between the power outage and when the generator begins to provide power. Personnel indicated there is a full load test was not performed prior to 2021. The test will now be conducted at least annually. A load test was performed by an outside vendor, but a document indicating the full load test was only showed testing at an 82% capacity. A meeting with the contractor in charge of maintaining the generator will be scheduled to make sure proper testing and documentation is done according to the accreditation standard.

Each dispatch station is set up identically, allowing for dispatchers to move from station to station seamlessly. The Dispatch Center provides dispatch services for the Chesterfield Township Police Department and also dispatches for a neighboring agency.

Field Activities

During the assessment period, there were several motor vehicle and foot pursuits within Chesterfield Township. The pursuits originated from minor traffic violations a suicidal subject. The Chesterfield Township Police Department policy allows for pursuits by officers who must follow the guidelines appropriately outlined in the policy. The agency employs stop sticks as a method to terminate vehicle pursuits. Training in the use of stop sticks is conducted annually. The agency allows the use of roadblocks and forcible stopping, but only with supervisory approval. Training for road blocks and forcible stopping had not been completed, but are in the 2021 training plan. All pursuits that were reviewed during this on site were compliant with established department policy and procedures and conformed to the applicable accreditation standards.

The Chesterfield Township Police Department has in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency also has video recording equipment in their police vehicles. Each video is downloaded and retained for a designated time period unless there is some evidentiary value to the video and then it is kept until the disposition of the case. All other retention of video evidence follows the state retention guidelines.

Patrol officers are assigned to enforcement areas as part of an overall patrol enforcement and crime prevention strategy. The agency had a comprehensive policy on interacting with persons who have mental health or suffering crisis. The agency has defined authorization and conditions for the use of their canine, including limitations.

The agency has a foot pursuit policy that was created during the assessment period, which complies with the standard. A written Pursuit Report Form was developed that includes a section for the supervisor's meaningful review. The written directive has a section that states that the reinstatement of a previously terminated pursuit is permitted at the discretion of a supervisor if conditions change.

The agency conducts shift briefings that include the free exchange of information regarding patrol activities and current neighborhood issues that needed to be addressed. The briefing room itself is conducive to conducting effective roll call training.

Traffic Safety and Enforcement

The Chesterfield Township 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. Assessors observed several proofs of compliance to the standards in regard to the wearing of high visibility vests when working traffic details and crash investigations.

Homeland Security/Critical Incidents

The agency has a critical incident system in place, which includes command, operations, planning, logistics and fiscal responsibility. The agency has used Incident Command System strategies effectively in the past while working several events however due to the COVID restriction they have not been able to hold these events.

Chapter 4 – The Investigative Function:

Criminal Investigation

Officers perform preliminary investigations from initial contacts. The information is reviewed by a shift supervisor before being sent to the detective bureau for further review before the case is assigned to a detective for follow-up and/or further investigation. Policies are in place for interviewing, interrogation and eyewitness identification. The instructions to witnesses for identification purposes was available and there were examples of a properly constructed photographic lineup. The agency did not conduct a show-up or live line-up during this accreditation period.

Crime Scene Processing

The agency has detectives and officers trained in the collection of evidence available 24/7 and available to investigate a wide range of crimes including fatal or serious injury traffic crashes, homicides, arson, CSC cases, etc. The agency crime scene personnel are trained in latent fingerprint recovery, photography and videography, crime scene sketching, collection and preservation of evidence, and other forensic procedures.

Officers at crime scenes are trained to keep the crime scenes undisturbed unless a danger exists that the evidence will be lost or destroyed prior to the arrival of detectives and crime scene investigators. Appropriate and standard compliant packaging requirements are in place and chain of custody is appropriately followed and documented.

Storage of Evidence and Property

Robust policies are in place for property processing and evidence collection. The agency has a large, well-organized and equipped property room. Access to the property room is appropriately limited to the property officer and the command officer in charge of them. There is a sign-in log for anyone entering the property room, including MLEAC Assessors during this on-site. Access to the property room is by fobs that are programmed for entry and information regarding access is recorded. The door is also key-locked with video outside and inside the storage areas. There are several lockers for officers to put large items of evidence/property into along with smaller lockers in which evidence is placed and secured until the property is removed by the property room officer for proper intake and storage. Extra security is in place for weapons, drugs, money, and precious metals.

The agency also has a large inside vehicle bay that can be secured to limit access in cases where a vehicle needs to be processed or for securing large items that cannot be secured in a evidence/property locker. These areas are also video recorded. There is a drug disposal policy in place to properly destroy drugs.

There are some items that come into the custody of the forensic laboratory that the agency is not equipped to process. In those cases, the items are sent to the Michigan State Police Crime Lab. This process is documented and items sent to the MSP lab are packaged according to MSP evidence packaging standards.

An appropriate policy for transmission and chain of custody is in place. The assessors were shown the procedure first hand from the collection of evidence from the evidence/property locker, to logging the item in the computerized evidence log. The item then went directly to the property room storage locker where the property room officer secured the item in its appropriate place in the property room.

Policies are in place for the proper notification of owners of property received and returned to them or to someone designated by the owner.

All time-sensitive inspections, audits, and inventories required by previous policy were conducted with the most recent inventory being done within the past six months. A full audit was complemented in December 2020 in conjunction with a new property custodian. No irregularities were identified. A policy was revised in October 2020 to perform inspections, audits, and inventories in compliance with standards.

On re-check, to date all 2021 required inspections, audits, and inventories were performed without irregularities.

Juvenile Matters

The agency has established policies regarding juvenile status offenses, including runaway cases, unidentified 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). There are designated areas where juveniles can be placed for temporary holding or detention. Appropriate forms are used for the petitioning of juveniles to court. Parent notification policies and practices for the release of juveniles are present with appropriate documentation including time limits associated with juvenile processing and holding. Reporting requirements were also observed that comply with accreditation standards. The agency has several new child car seats available for use as needed.

Special Investigations and Operations

The agency has a special investigations policy. The written directives are in compliance with accreditation standards. The agency is well organized in keeping records of information shared with or received from another agency. The agency has appropriate deconfliction procedures in place. The agency participants with the Michigan State Police drug enforcement concept team. Operational supervisors and detectives work together with this team to keep each other informed regarding general investigations as well as special investigations or operations taking place.

The agency usually hosts major events each year related to Lake St. Clair; however, these festivals were canceled during the accreditation period due to COVID. The operational plans for these events are very inclusive with all sections of the agency involved in the policing of this event identified with a chain of command plainly outlined in the operational plan. Incident Command areas of responsibility are identified in the documentation and execution of the event planning.

Confidential informant policies and procedures are in place and evident in the documentation observed during the on-site.

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

Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

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

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

weapons are not allowed in the holding area. There is a secure jail garage with lock boxes for weapons. Policy forbids securing arrestees to the bench in the processing area.

Before confinement each prisoner is questioned regarding family, health, medical issues, and medication. Prisoners are also screened concerning their mental health status. Prisoners demonstrating evidence of thoughts of self-harm are afforded constant supervision until transferred to the appropriate facility. Face-to-face prisoner checks are conducted every thirty minutes for adults and 15 minutes for juveniles. Dispatchers are also able to monitor prisoners via security cameras.

This screening and prisoner check information is recorded in the booking module of the agency's RMS.

The agency has an ample Evacuation and Hazard Protocol Policy that meets accreditation standards. A security check of an unoccupied cell is made for weapons and contraband prior to placing a prisoner in the cell. The releasing officer shall also check the cell upon releasing the prisoner.

Policy mandates all departmental personnel receive the appropriate level of training in lockup operation procedures. Prior to 2021 new dispatch employee training was not recorded. A security and sanitation check is made of the cell in the same manner.

On re-check, proofs were in place that detainee training was conducted in March 2021 and roster of attendance was included. Also, a system was put in place in 2021, recorded in the Guardian Tracking System, for weekly sanitation checks of each cell and the lockup area.

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 nine standards in applied discretion.

Standard 1.6.1 Storage and Accountability

ISSUE: The directive requires that all law enforcement-related equipment is maintained in an operational state and that the responsibility of the maintenance of the equipment is vested with the identified person or position responsible for the equipment. Equipment, such as flashlights, rifles, Tasers, PBT's, portable radios, and body microphones are issued to the individual officer. Maintenance of issued equipment was the responsibility of the officer. There was no accountability mechanism in place. The department did not have a listing of stored equipment (firearms, Tasers, OC), and no readiness inspections.

AGENCY ACTION: The agency completed an inventory of stored law enforcement-related equipment and a schedule for the maintenance of the equipment. Equipment issued to the individual officer is inspected by a supervisor at the beginning of their shift.

On re-check, a system was put in place in 2021 to inventory and inspect all officer equipment twice a year that coincides with uniform change from winter to summer uniform and change back.

Standard 1.9.3 Field Training

ISSUE: The directive requires initial training of field training officers. The agency's policy did not require this of new field training officers.

AGENCY ACTION: Policy was adjusted during the on-site to reflect the mandatory initial training of field training officers.

Standard 3.1.1 Warrantless Searches

ISSUE: The directive requires the agency to provide criteria for warrantless searches regarding plain touch and plain smell. The agency's policy did not address these areas.

AGENCY ACTION: Policy was adjusted during the on-site to reflect the criteria and proofs were provided.

Standard 3.2.2 Interview Room Use and Security

ISSUE: The directive requires the agency to detail how an employee summons assistance during an interview/interrogation if needed. The agency's policy did not address this area.

AGENCY ACTION: Policy was adjusted during the on-site to reflect the criteria and proofs were provided.

Standard 3.4.6 Back-up Generator

ISSUE: The written directive included provisions for a full load test at least once per year. The agency contracts with a vendor to provide maintenance and testing. The only documentation provided showed a test at only 82% capacity.

AGENCY ACTION: Assessors were convincingly provided with details from the agency that future testing of the back-up generator with full load capacity will be conducted and properly documented by the provider during each calendar year moving forward.

On re-check, documentation was provided that a 100% full load test was conducted on February 9, 2021.

Standard 3.5.3 Roadblocks and Forcible Stopping

ISSUE: The directive requires the agency to requiring training in the use of such tactics (roadblocks/forcible stopping) or devices. The agency did not provide training in 2019 or 2020 in these tactics or devices, except stop sticks.

AGENCY ACTION: The agency has placed this training for all personnel on the 2021 Training Schedule for August.

Standard 3.5.7 Foot Pursuits

ISSUE: The agency published a Foot Pursuit policy on 12/02/2020. Prior to this, the agency did not have a policy covering Foot Pursuits. Due to the “wet ink” nature of the policy the agency was unable to provide proofs concerning meaningful reviews of individuals foot pursuits. Further, the agency was unable to provide an annual and a documented summary of all foot pursuit incidents and a written annual analysis of all foot pursuit incidents in the aggregate taken together.

AGENCY ACTION: On re-check, a meaningful review of an individual foot pursuit was provided for an occurrence on January 5, 2021.

Standard 4.3.5 Quality Control

ISSUE: During the 2020 proof cycle an annual representative audit was not conducted due to this being added to existing policy in October 2020. The agency has added it to their 2021 evidence storage inspection schedule.

AGENCY ACTION: On re-check, 2021 audits have been conducted on schedule.

Standard 5.3.3 Training

ISSUE: The directive requires personnel assigned to supervise detainees shall receive training in the supervision and care of detainees, including initial and refresher training at least once every three years. The agency had not held refresher training for supervision and care of detainees.

AGENCY ACTION: This was scheduled for and completed in March 2021.

On re-check, proofs were in place that detainee training was conducted in March 2021 and roster of attendance was included.

Standard 5.3.5 Inspections

ISSUE: The directive requires that sanitation inspections and security inspections be conducted of the temporary detention rooms or areas and reported in writing to the officer in charge of the function.

AGENCY ACTION: The municipalities Department of Public Works now sanitizes lock up facility daily and after prisoner use. The agency began documenting this January 2021.

On re-check, a system was put in place in 2021, recorded in the Guardian Tracking System, for weekly sanitation checks of each cell and the lockup area.

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 standards were granted non-applicable waiver:

Standard 2.1.3 Extra-Duty Employment (b)(c)(e)

Standard 2.6.1 Reserve/Auxiliary Officers Program

Standard 3.6.5 Direction and Control of Traffic (e)

I. Standards Noncompliance Discussion:

Standard 2.2 Evaluation Performance

ISSUE: The directive requires the agency's to maintain a performance evaluation system. The agency did not have an evaluation system prior to the policy being issued August 2020. Due to the "wet ink" nature of the policy, the agency has not performed evaluations.

AGENCY ACTION: The agency has the training of evaluators slated in the 2021 Training Schedule. Prior to the 2021 shift bid (September), members will receive a performance evaluation.

J. Future Performance / Review Issues:

The agency had several areas of "wet ink." Several standards have agency-initiated plans in place to ensure future compliance based upon "wet ink". Attention should be directed to executing these plans to ensure future compliance occurs. The many of the "wet ink" standard proofs were provided at the May 14, 2021 recheck. Once the agency is able to provide proof of compliance for the remaining standards, particularly employee performance evaluations, proofs should be forwarded to the Program Director.

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 three exceptions and waiver noted, or had a plan in place to meet the standards regarding the five standards noted. Accreditation is recommended.

Brad Wise, Team Leader
Date: May 15, 2021

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



Program Director Neal Rossow
Date: May 20, 2021