

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



Onsite Final Report

Northville Township Police Department
January 3-4, 2018

Team Leader: Chief Jeff Baker

Team Member: Lt. Brian Schock

A. Agency name, CEO and AM:

Northville Township Police Department
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Todd L. Mutchler
Director of Public Safety

Lt. Paul Tennies
Accreditation Manager

B. Dates of the On-Site Assessment:

January 3-4, 2018

C. Assessment Team:

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D. Community and Agency Profile:

1. Community Profile

Northville Township is located in the north-west corner of Wayne County. In 1825, two settlements (now the cities of Northville and Plymouth) were founded in this area on land patents granted by the federal government. In April of 1827, Michigan Territorial Governor Cass approved the name "Plymouth" for the southern settlement and established Plymouth Township as a "Super Township", which originally incorporated all of modern day Plymouth and Northville Townships as well as Canton Township. As the two settlements grew in size and population, they both were incorporated as Villages by the Michigan State Legislature in 1867. With two villages established in Plymouth Township, both wrestled for political power over the region. In March of 1898 approximately 100 residents of Plymouth Township met in the Village of Northville to vote

on whether or not to split off from Plymouth Township and form their own township. By a vote of 40 to 30, the decision was made to break away from Plymouth Township and form the Township of Northville. This is the only example of a Township voting to split into two-half townships in the history of the State of Michigan.

Today Northville Township is 16.5 square miles and borders Washtenaw County to the west and Oakland County to the north. Northville Township's east border is approximately 10.5 miles from the City of Detroit's west border. The community is vibrant with its involved citizens, 65 active home owner associations, engaged business community and a focused township board. Northville Township's most prominent feature is the Edward Hines Park system, operated by Wayne County. A two mile stretch of the park is located in Northville Township. Additionally, Maybury State Park is located in Northville Township and offers many recreational activities to include horseback riding as well as trails for hiking and biking.

The Northville Parks and Recreation department schedule many events throughout the year, including large soccer tournaments, live entertainment events and Easter egg hunts to name a few.

The area is served by the Northville Public Schools as well as the Plymouth-Canton Community Schools. Both districts are well known as providing excellent education.

The 2010 census data included the following information: the population of Northville Township is 28,707, the population density per square mile is 1,772, with 10,975 households. The race & ethnicity make up is reported as 75% White, 15% Asian, 4% Hispanic, 3% Black, and 2% reporting Two+.

The median household income is \$102,964 and the median home value is \$341,800. Per capita income is \$54,552. Approximately 3% of families are below the poverty line including 2% under the age of 18 and 4% over the age of 65.

2. Agency Profile

For much of the early 20th Century, the law enforcement needs of Northville Township were serviced by the Wayne County Sheriff's Office, who was supplemented by the Michigan State Police and Village of Northville Police when needed. In addition to the traditional law enforcement services provided by the county, Constables were elected by the Township to enforce local ordinances.

On November 14, 1967 the Northville Township Police Department was formed by a board vote. In July of 1977 a new state-of-the-art IBM computer was installed by the department allowing speedy LEIN and CLEMIS checks resulting in information being returned to the computer in as little as 10 seconds. Northville Township was the only community in Wayne County, aside from Detroit PD, to have a computer terminal (all other agencies were still using ticker-tape teletype style machines). Addition of this computer also assisted records keeping, as crime and call data was transmitted directly

to CLEMIS electronically instead of being physically transported to the CLEMIS offices as had been done prior.

In 1993 the Township Board of Trustees voted to partially consolidate the Township Police and Fire Departments into a single Public Safety Department. The partial consolidation would mean that police officers and fire fighters would not have to “cross train,” as a full merger would have required. Instead, the partial consolidation allowed for a streamlining of the delivery of public safety services to the community and for greater coordination between police and fire, in part by providing more centralized planning and administration of emergency services.

In the recent past the department has transitioned to a data driven, outcome based operational standard. In accordance with the transition a crime control strategy was implemented. The four tenants of the crime control strategy are: 1. Compstat (data driven, action oriented), 2. Community Engagement (crime prevention through economy of scale), 3. Proactive Patrol (maximizing field deployment), 4. Effective Management and Supervision (accountable, professional responsible)

The police department is committed to community engagement and service. That commitment is demonstrated by maintaining several Neighborhood watch groups, actively providing public safety talks to community groups, providing DARE curriculum to 5th and 6th grade students in the Northville Public School District.

3. Future Issues

The agency cited 3 issues or challenges facing the department now and in the near future. These challenges have been identified as the department is in the process of developing its 5 year strategic plan:

- 1) For the Northville Township Police Department, Director Mutchler stated one of his top concerns is recruiting and retention of qualified candidates.
- 2) The Police Department as mentioned is developing its 5 years strategic plan, and in doing so is working to stay up with the changing nature of crimes and crime fighting technology. The department for example has trained a phone evidence extraction expert to help tackle the tremendous need for cellular evidence. Director Mutchler indicated they are continually working on improving their level of technology.
- 3) Director Mutchler indicated that the agency is facing a millage vote in 2020, and they will likely be asking for additional funding. This was also stated by Township Manager Chip Snider who indicated that there is a need for additional monies and the township would likely be asking for another 1.5 mills. Millage votes can be volatile and asking for an increase may be perceived negatively by the citizens and subject the millage to a lack of support.

4. CEO Biography

Director Todd L. Mutchler began with the Northville Township Police Department as Deputy Director of Police Services in May 2016. Manager Snider appointed him to Director of Public Safety in December 2016. Director Mutchler is a senior-level law enforcement professional with extensive and broad-based command experience. During Director Mutchler's time with the Northville Township Department of Public Safety he implemented data driven policing through the COMPSTAT model, and developed strong policy and systems within the department through engaging command staff with personnel development drills, accreditation, and accountability. Recognizing the benefits of community policing in an organization, Director Mutchler created a Community Service Officer position to help build relationships between the police department and the community.

Director Mutchler is a 29 year police veteran who previously served as Director with the Canton Township Department of Public Safety. Director Mutchler received his Bachelor's Degree in Criminal Justice from Eastern Michigan University, where he also earned his master's degree in Interdisciplinary Technology. Director Mutchler graduated from the FBI National Academy in Quantico, VA in 2014.

Director Mutchler's awards include the Leadership Award, Peace and Justice Award, and the Pioneer Award which is a major Civil Rights award from the International Association of Chiefs of Police for his work in creating the Canton Response to Hate Crimes Coalition. He was named Canton Township Police Officer of the Year in 1997, served on the SWAT team as team leader and supervised the Canton Township Police Department's detective bureau.

Director Mutchler is a member of the Michigan Association of Chiefs of Police, Southeastern Michigan Association of Chiefs of Police, International Association of Chiefs of Police, FBI National Academy Associates, and Wayne County Association of Chiefs of Police. He served as President at Southeastern Michigan Association of Chiefs of Police, and Wayne County Association of Chiefs of Police. Director Mutchler is an instructor at Eastern Michigan University Staff and Command School, and Michigan Association of Chiefs of Police New Chiefs School.

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 Thursday from 9 AM – 11 AM. The telephone line was tested and found to be functional. Five calls were received.

Jeff Frost (313)300-2999

Mr. Frost works for the protection unit of General Motors and is responsible for the safety of the General Motors CEO who lives in Northville Township. He said NTPD does an excellent job assisting his crew with issues that arise at the CEO's home, as at times people show up at her home unwanted. NTPD responds quickly and courteously, and allow the CEO to just blend in to the community. Mr. Frost said that NTPD and his protection staff on occasion train together. He said that when incidents arise that need investigations, he relies on NTPD to complete the investigation promptly and accurately. He fully supports NTPD's desire to become State Accredited.

Joanne Tappan (248)449-5135

Mrs. Tappan is the president of a Homeowners Association (HOA) that consists of 282 units in Northville Township. She has been the president for 10 years, and said that NTPD has always handled things well, and made great presentations at board meetings that include safety topics and Q&A sessions. She spoke specifically of Officer Burroughs that presents to her HOA and how appreciative she was of Officer Burroughs attention to detail. Mrs. Tappan said she has no issues with NTPD, that they respond promptly, and routinely patrol their clubhouse and pool area. They have also handled traffic concerns in the neighborhood, including putting speed sign indicators in the neighborhood to remind motorists of their speed. When asked about what NTPD could do better, Mrs. Tappan said the only thing she could add would to be more informed of what is going on in the neighborhoods. She said NTPD used to have Nixle but does not think they do anymore. She fully supports NTPD's desire to become State Accredited.

Jim Plakas (734)765-7906

Mr. Plakas is the Chief Judge of the 35 District Court and has served in that district for 9 years. Judge Plakas said he has worked in other courts and said although NTPD is not the best he's seen, there is no one better in his district. I asked what he meant and he said that NTPD is always prepared, and he trusts what they say when testifying. He said NTPD officers do not push prosecutors to take bad cases to trial like others do in some departments. Judge Plakas said NTPD officers are always on time, honest and truthful. He said he always talks with his jurors and frequently hears comments from them about NTPD officers indicating they just tell it the way it went down and seem to have great attitudes. He fully supports NTPD's desire to become State Accredited.

John Nowacki (248) 374-5922

John Nowacki is the Director of Campus Services for Ward Evangelical Presbyterian Church located at 40000 Six Mile Road in Northville Twp. Mr. Nowacki advised he has held this position at the church for approximately 5 ½ years. Mr. Nowacki indicated his relationship with the Northville Twp. Police Department revolves around security at the church, emergency medical services response as well as parking enforcement related issues. He advised that in years past, the relationship between the church and emergency services needed improvement.

Mr. Nowacki informed this assessor that the current day relationship with both police and fire, couldn't be better. Mr. Nowacki explained that the responsive time he receives from the Northville Twp. Police is always very quick. He went on to say that whenever the church hosts large events, the police department not only assists with traffic control but also is very attentive to enforcing the parking control at the request of the church. Mr. Nowacki also advised that the police department will also lend a helping hand and extra support/security during large events.

Mr. Nowacki states he works very well with Ben Sullinrod from the police department as well as Fire Marshall Tom Hughes. Finally, Mr. Nowacki advised that the police department has not only assisted the Ward Church congregation and staff regarding active shooter training and response, but on the day of this assessment was taking place, the church was hosting Alice active shooter training in conjunction with the Northville Twp. Police Department. Mr. Nowacki states he is very appreciative of police as a whole, but even more so of the Northville Township Police Department who he has the opportunity to engage in activities with on a first-hand basis.

Helene Elizabeth Haratsaris (734) 564-3454

Ms. Haratsaris is employed by a management company that runs several condominium complexes in Northville Township. She advises that she addresses the needs, concerns and issues of over 1500 Northville Township residents. Ms. Haratsaris started our conversation off by saying she has an "excellent" relationship with the Northville Township Police Department. She advised that the police department always does a "fabulous" job when putting on presentations for her residents. Ms. Haratsaris indicates the police department has to conduct many wellness checks on her residents and that in doing so, they do a great job.

Ms. Haratsaris advised that the Northville Township Police Department has never once not responded when needed. She said if there is ever a problem, like with the example of residents arguing at the swimming pool area, the officers are always cordial and professional. She indicated the officers consistently display a positive attitude towards the public and that their (the police) interaction is "impressive".

Ms. Haratsaris states the Northville Township Police Department deserves all the credit in the world. That, in her 13 years of experiences in dealing with the police department, she has never once had a bad experience. Ms. Haratsaris advised that the Northville township Police Department not only grows with the community, they are usually one step ahead.

2. Correspondence

The assessors received no copies of correspondence regarding the reaccreditation process.

3. Media Interest

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

4. Community Outreach Contacts

Chip Snider-Township Manager

Mr. Snider said he has been the Township Manager since 2000, and had originally come to Northville Township as the Police Chief in 1990. In 1994 the agency was consolidated to a public safety department, and a dedicated millage was acquired in 1995. The millage is worth 6 mills and has had since its inception 3 renewals. The township residency is made up mostly of professional workers, such as engineers from the UAW.

Mr. Snider said the township is 16 sq miles, with 2.2 square miles set aside for the City of Northville. The community supports its police department very well, which is indicative in the support shown in the millage renewals. He said the department is very much community oriented, and mentioned programs such as Shop with a Cop, Meals on Wheels, and the DARE program. He added that the relationship with the schools is very good. He recalled that in the past NTPD provided a SRO at no cost to the schools, but recently felt it was important to ask the schools to split the cost. The schools resisted at first and NTPD pulled its SRO. A short time later the schools recanted and offered to pay 80% of the salary because they felt the endeavor was well worth the cost. The SRO will be returning to the school on January 30, 2018.

Mr. Snider said the current director was selected from the outside as there were no internal candidates at the time ready for the position. He fully supports Director Mutchler in his operation of the police department.

Mr. Snider said that his community has about 32,000 residents and will be fully built out once they reach 35,000. He believed that the township will need to ask for a millage increase at its next renewal in 2020, likely an additional 1.5 mills. The township faces shortages in its pension and OPEB costs, and is looking at a new police station in the future. In addition, the police department has a great officer retention rate, but is struggling finding good applicants when hiring. He fully supports NTPD's desire to become State Accredited.

Debra Wilhelm – Assistant Township Supervisor/Human Resources Director (248) 348-5800

Ms. Wilhem advised that she has held her position with Northville Township for 25 years, of which she has observed positive change in relationship to the police department. She indicates she is very proud and impressed in regard to the Northville township Police Department. She believes Director Mutchler has brought a wealth of knowledge to the department which she believes is important noting how young the department is. Ms. Wilhelm stated "Director Mutchler dots his I's, crosses his T's and is a spit and polish kind of person". She further states "Director Mutchler will put the department in a direction to shine".

As for the officers and command who make up the department, Ms. Wilhelm indicated she feels they not only meet her expectations, but rather, exceed them. She indicated the department is very hard working and not only does the community like the police department, the department works well with the community.

Lastly, as for future issues of the department, Ms. Wilhelm recognizes that hiring qualified people is a struggle. She advised that the township has tried to maintain an attractive benefits package but that the township is experiencing hiring woes like much of the state. Ms. Wilhelm is not opposed to exploring all avenues of hiring in an effort to obtain the best people for the police department.

5. Community Involvement

The Northville Township Police Department is greatly invested with community events. The department is involved with multi week DARE course which culminates into a well-received graduation ceremony. The department recognizes the need to make aware, train and assist places of worship and residential communities in regard to civilian response to active shooters. The importance of this was highlighted when one of their residents, who had received the department initiated civilian response to active shooter, was present for such a situation at the Fort Lauderdale Florida Airport active shooter incident in 2017. The residents training that she received from the Northville Township Police Department instilled direction, a sense of calm and the ability to assist others. The police department also deploys up to 4 bicycle officers who not only have the ability to respond to radio calls, but more intimately interact with the community during both neighborhood and business patrols as well as community events. The department also is equipped with two police motorcycles which always gains the attention of it's residents in a positive manner and allows for face to face interaction between it's officers and the public.

Lastly, the Northville Township Police Department employs an honor guard for not only community affairs when needed, but more importantly, to offer assistance and support to not just fallen Northville Police Department employees, but special details to outside agencies during times of need.

6. Tour of the city/ride along

Assessor Baker conducted a ride along on January 3, 2018 with Officer Carrie Czelada. Officer Czelada drove the township boundaries at my request, and discussed crime patterns and traffic issues that were prevalent to the township. Readily apparent was that the township experiences significant traffic flow during the evening rush hour, with some streets backed up with traffic. Officer Czelada said this is typical and NTPD officers know which streets to avoid while trying to get to their destinations as these high volume streets clog quickly.

Officer Czelada was very pleasant and a great ambassador for NTPD. Matter of fact, it was learned that she was staying after her end of shift time to facilitate the ride along.

She was a SRO, DARE instructor, and spent time in the detective bureau. She was very positive about her agency. She discussed the great relationship NTPD has with mutual aid, including Livonia, City of Northville, and Novi.

F. Essential Services:

Chapter 1 – The Administrative Function

Direction of Personnel

All policies, procedures, rules and regulations are issued by the Director of Public Safety. Any revisions or new drafts to the policies, procedures, rules and regulations must also be approved by the Director of Public Safety prior to being disseminated. Any command officer may issue an administrative memorandum to those persons under their command. The written directive did not reflect a retention period to archive all written directives. This was corrected on-site with a revision of policy.

Fiscal Control

The agency has a petty cash account that is controlled by the Administrative Assistant. The account is audited quarterly by the Administrative Assistant and verified by the Staff Operations Lieutenant. The petty cash is not to ever contain more than \$300.00 at any given time. When expenditures are made and reimbursed, they must be done so with an accompanying receipt verifying this reimbursement or purchase. The account period reviewed showed purchases for CSC kits, parking and supplies needed to host meetings. During the on-site, it was discovered that the Administrative Assistant who controlled the petty cash was the same person to audit the petty cash. Therefore, policy was added to include the Staff Lieutenant to verify the quarterly audit as a means of oversight.

Internal Affairs

All criminal complaints are evaluated by the Lieutenant and the Director of Public Safety. Non-criminal complaints are investigated by the employee's immediate supervisor. The agency accepts and investigates all complaints received to include anonymous complaints. A specific process is followed for the complaint process. The Director of Public Safety reviews all personnel complaints and responds to both the employee and his/her supervisor as well as to the person making the complaint. Access to complaint investigations is limited to command officers only to a degree limited to the information immediately necessary to the immediate investigation.

In 2017 there were (9) nine internal discipline investigation recommendations submitted to the Director of Public Safety. The recommendations consisted of the following rules and policy violations: unsatisfactory performance, 4-neglect or inattention to duty, 2-vehicle operations, use of department radios, 2-conduct unbecoming, Harassment, Inmate health, in car camera equipment, use of alcohol off duty, and continuous duty.

A review of the internal discipline recommendations was conducted. The disposition of these investigations determined that 8 of the 9 submitted recommendations were sustained by the Director of Public Safety. The ninth is ongoing as of the date of this memo and will be resolved by January 20, 2018. The (8) eight recommendations that are resolved resulted in corrective action being taken as follows:

2-no action taken,5-letter of reprimand, 1-1 day suspension. None of the recommendations involved a repeat employee being the subject of the internal investigation.

Disciplinary Procedures

The agency has a well defined written directive in regards to methods of discipline. The agency employs IAPro as an early warning and tracking mechanism for the collection of activities related to citizen complaints, use of force, emergency vehicle operations etc.

The agency is well-disciplined and has procedures to apply training, counseling (verbal and/or written) as well as coaching. To that, employees are entitled, through the terms and conditions of the collective bargaining agreement, to appeal/file a grievance through an established system. During the on-site it was noted that there was no clear timetable to notify personnel of founded discipline. The policy referred to a "timely manner". Corrections in the policy were made to reflect notification within 7 business days. During the assessment period there were no grievances filed.

Organization

All sworn personnel take an oath of office at the township hall during a swearing in procedure. Additionally, all employees are provided with a code of ethics that they must abide by and are subsequently required to be trained in ethical behavior.

The police personnel have a structured unity of command. In the Director's absence, the senior Lieutenant will assume command, followed by the junior Lieutenant and so on. In situations involving personnel of different functions engaged in a single operation, direct command is followed. The Staff Operations Lieutenant, Patrol Lieutenant and Detective Bureau Sergeant are on-call 24 hours a day. The agency has access to supervisory personnel on a 24-hour basis. This is noted by the "on-call" command officer on the daily line-up as well as in a daily binder accessible to the 24-hour dispatch center within the department.

Bias based policing is prohibited by the agency. There is a clear definition of bias based profiling, including but not limited to, a selection of individuals based solely on a common trait such as, race, ethnic background, gender, sexual orientation, religion, economic status or cultural groups. Training is currently scheduled on this topic in February of 2018.

The agency also prohibits unlawful workplace harassment, including sexual harassment. The written directive outlines a proper reporting mechanism to the chain of command

including if the complaint is in regards to the Director, thus providing direction to take the complaint to the Township Supervisor. There was one issue related to workplace harassment reported for the assessment period. The complaint was handled by the Director of Public Safety and appears to have been deemed unfounded.

Agency Equipment and Property

Officers are responsible to maintain care of all equipment in their custody. The department issues body armor to all personnel. Officers assigned to both uniform and non-uniform are required to wear body armor while engaged in field activities. Any personnel involved in pre-planned high-risk situations are required to wear protective body armor. During the on-site, the agency did not have in the written directive, a means for making sure that equipment was accounted for in an operational state of readiness.

The agency addressed the issue by adding language to conform to the standard thus correcting the deficiency

Public Information

The Staff Operations Lieutenant is the designated point of contact for media relations for all routine cases and investigations. The Detective Bureau Sergeant will serve as the media contact when the Staff Operations Lieutenant is unavailable. For any patrol nature incidents, the Patrol Division Lieutenant will handle any media related concerns. The Detective Bureau Supervisor will handle any media events in the Patrol Lieutenants absence. The Director of Public Safety or his designee will coordinate and authorize the release of any information concerning confidential investigations or operations.

Agency Records and Computers

The agency abides by the state retention and disposal requirement in accordance with the Michigan Statute and Records Management. The agency has a detailed field reporting system with the approval of all reports by supervision. The agency has procedures in place both electronically and by individual user passwords to protect its central records system. There is a system in place to identify when physical files are removed from their secured location. The agency utilizes Veeam Backup and Replication software to backup and store all township network data. All juvenile records are kept separate from adult records and are identified specifically as juvenile records.

Non-public personnel records are also kept secure and not accessible under normal conditions. In the Clemis system, which the agency utilizes for report taking and records management, juvenile records are password protected and identified with red highlight. During the assessment period there were no reported breaches of security.

Agency Training

The agency training records are current and are being maintained in accordance with the applicable state retention schedules. Records of training files are maintained by the

Lieutenant. Training course content is outlined and lesson plans are utilized. In house training is conducted by qualified personnel and the materials used are retained by the agency. Names of the attendees are recorded and also maintained. The selection of field training officers is conducted through a documented process which includes a mandatory two year minimum employment with at the least, six months of road patrol duty preceding application to become an FTO. The Director appoints the Field Training Unit Coordinator to oversee the program which unless otherwise designated, would normally be the Patrol Division Lieutenant.

Newly selected personnel are required to complete a mandatory four-week minimum training program. All newly promoted personnel and specially assigned personnel are provided with training consistent with new responsibilities and tasks and will be conducted within one year of assignment, to include accreditation manager training. A process to conduct remedial training was accurately detailed to address this issue.

Required annual training was identified and proof of compliance was documented. Annual training included, defensive tactics, firearms, taser, CPR and Hazmat. The agency does not employ its own tactical team. An exemption was approved for this standard.

Authorization and Use of Agency Weapons

The Director of Public Safety is the authorizing authority for all weapons and ammunition, including off duty weapons. The written directive clearly reflects the make model and caliber of all weapons and ammunition. Weapons are checked monthly by range or command officers and there is a system in place to take out of service and/or replace defective weapons. The firearms training unit maintains records on each weapon approved by the agency for official use. All department weapons, when not in use, are stored in the department armory in unloaded condition. Along with annual sidearm recertification, the agency mandates annual training for department issued shotguns, patrol rifles and kinetic energy impact projectiles. The training includes review of the agency deadly force policies.

The written directive for Director of Public Safety approval was not clear. The change was made to the policy during the on-site to correct the issue.

The written directive did not contain a procedure for remedial training for personnel who are unable to qualify. An "action plan" was added to the policy to address this need.

Chapter 2 – The Personnel Function

Personnel Benefits and responsibilities

The agency has a written directive outlining the employee assistance program. The employee may seek assistance or can be recommended to seek assistance by supervisory personnel. Any referrals to the E.A.P. will be kept confidential. The agency has a detailed written directive outlining the steps to be taken in the event of a line of duty

death including incorporating a voluntary personal information packet to be referred to in the event of a line of duty death or serious injury. The packet is kept confidential in the administrative assistant's office.

Secondary employment, other wise described as off duty employment is allowed at the approval of the Director of Public Safety. The approval is conditional and may be revoked by the Director if it is determined the secondary employment may be detrimental to the agency or the member involved. Extra duty was initially addressed in the written directive as being allowed by personnel, however, the written directive was changed during the on site to reflect that extra duty is prohibited.

The agency has a detailed written directive indicating the procedures for employees involved in crashes and subsequent responsibilities for the supervisor on duty. Following the administrative investigation and review, the Lieutenant will make recommendations after receiving feedback from the township risk management. Recommendations may include training, policy change, discipline or equipment change. The Director of Public Safety shall be notified by the on-duty shift commander regarding any accidents resulting in personnel injury where a department motor vehicle was involved.

The agency has a comprehensive exposure control and reporting policy to include appropriate follow up mechanisms for the exposed employee. Additionally, the written directive establishes a supervisory meaningful review of all employee injuries or exposures which culminates into recommendation for policy change, additional training and/or discipline.

Performance Evaluations

The agency utilizes a defined performance development and review system. Supervision meets with employees on a bi-monthly basis to conduct an overview of the employee's performance based on their applicable job description standards. The agency uses a standard rating scale of "meets standards" and "needs improvement". All levels of performance are discussed at the bi monthly meetings. The employee is provided a copy of the evaluation and there is a process in place for contesting the evaluation should the employee disagree with the supervisor's findings. The employee's performance evaluations are maintained in accordance with the records retention schedule. The agency utilizes IAPro, a computer software system used to track both employee performance as well as to identify early warning indicators. The agency Lieutenants are required to make monthly inspections of the IAPro database to address any of these early warning indicators. There is a protocol in place to deal with early warning identifiers – to include referral to the employee assistance program.

Promotion of Sworn Personnel

The agencies promotional system is regulated by current contractual language. To meet eligibility requirements for Lieutenant and Sergeant positions, the employee must be off probation on the date of testing. The testing process consists of a written test, oral interview and consideration for seniority and education.

The agency uses a defined formula in the process. Special assignment selection is based on outlined criteria including productivity, personal skills, technical skills and seniority. All non-probationary employees are permitted to seek special assignment. All candidates are then subjected to an oral board consisting of command personnel who will make their recommendation to the Director of Public Safety, who makes the final selection.

Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity which is reflected in the township's application for employment form disseminated by the Human Resources Department. The written directive indicates all members of the agency are considered recruiters in their day to day contacts with the community and the role model that they present. The written directive reflects recruiting activities will continue throughout the year and that personnel specifically assigned to recruiting duties will receive training in regard to procedures, cultural diversity and applicable state and federal laws. The recruitment plan is reviewed on a triennial basis by the Director of Public Safety and the Staff Operations Lieutenant.

Selection of Personnel

The agency has a complete written process for the selection of full time personnel, which includes written testing administered by the township Human Resources Department or by an approved third party (EMPCO). Candidates must score a 70% or higher to move on in the hiring process. Remaining candidates will be subjected to an oral interview.

The remaining candidates may receive a conditional offer of employment upon completion of an interview with the Director of Public Safety. These candidates are placed in a pool and may be selected regardless of specific scores or individual tests.

The final offer for employment is contingent on successfully completing a medical examination, drug testing, and a comprehensive background investigation. The background investigation consists of fingerprinting, a driver's license check and personal reference contacts at a minimum.

The written directive established that psychological exams "may" be conducted during the hiring process. A change was made to the policy to reflect compliance with the standard to – "shall" have a psychological exam prior to employment.

Reserve Officers and Civilian Volunteers

The agency, under Northville Township local ordinance, establishes the Director of Public Safety to appoint reserve police officers. The agency provides for a defined selection criteria and conducts background checks on all candidates. If selected, candidates must successfully complete a 40-hour field training program after successful completion of a reserve officer training academy. Reserve officers work 2 duty shifts per month under the

supervision of a regular officer. Reserves are to assist in any and all police duties as directed. Additionally, reserve officers conduct weekly vacation/house checks as assigned by the reserve commander and are assigned special events such as parades, bicycle races and marathons. Reserve officers are issued uniforms to be worn in accordance with the uniform policy. The name tag of the reserve officer identifies him or her as a reserve. All reserve officers are mandated to participate in use of force, annual firearm, taser and PPCT training and are required to obtain a CPL prior to carrying a firearm. Reserves are required to supply their own 40 cal. Glock firearm.

The agency is supplemented with a Community Emergency response team (C.E.R.T.) which is utilized in incidents where a significant draw on agency resources is experienced. C.E.R.T. members are screened based on a criminal history check as well as a driving status and records check. The C.E.R.T. team is supervised by the sergeant who oversees the reserve program. They are deployed in situations such as community events, natural disasters and missing persons. C.E.R.T. members are required to dress in a manner that reflects the professional standards of the agency. C.E.R.T. members are not permitted to participate in any events until they have completed a training program consisting of classroom and practical exercises.

Chapter 3 – The Operations Function

Arrest, Search and Seizure

The Northville Township 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 outlines the warrantless search exemptions, however, was lacking in regards to policy language. Policy was changed from consent search and scope indicating employees “should” comply with those giving consent and scope to “shall”. The deficiency was corrected during the on-site. The agency written directive clearly defines exigent circumstances as well as plain feel, view and smell warrantless searches.

In regard to search warrants, the agency’s written directive details how employees prepare a search warrant affidavit, however, a portion was missing to include the item(s) that the affiant is searching for and a subsequent description. The change was made in the policy during the on-site to correct the deficiency.

The agency addresses providing alternate care for dependents of arrestee’s and directs employees to remove the dependents from the scene where warranted or if care cannot be located. Strip searches conducted must be at the approval of the on-duty command officer in charge and may be done so when there is reasonable cause to believe a prisoner is concealing a weapon or contraband. The policy outlines the procedures of conducting a strip search which include in private, of a person of the same sex and a detailed incident report regarding the incident including the name of the person being searched, name and sex of officer searching, name of assisting officer, date, time and location of the search as well as the justification for the search. The agency written directive is clear that body cavity searches will not be conducted without a valid search warrant.

The agency written directive gives specific instruction on booking procedures including mandatory fingerprinting and photographing requirements for all persons being booked into the jail on a new arrest or on an original warrant with exceptions noted. The agency written directive lacked proper protocol for face to face 30-minute minimum checks in regards to in custody prisoners.

Interview and Interrogation

The agency has established procedures for compliance with contemporary criminal procedural requirements related to interviews. The agency has several interview rooms including a "hard" interview room located in the secured booking area near the cell block which contains a bathroom and location for comfort breaks. The room is equipped with video and audio capabilities which are monitored by additional personnel when in use.

Officers are directed to verbally and physically summon assistance if so needed (with the assistance of their prep radio). The written directive clearly defines that weapons are not permissible in the hard interview room. There is also a "soft" interview room in a less secured area of the department, capable of conducting victim/witness interviews. It is the sole discretion of the officer to maintain his/her weapon in the soft interview room. The agency provides for department gun lock boxes outside of both interview rooms. The agency requires that all custodial interrogations of suspects accused of 3rd degree CSC or a felony punishable with a maximum penalty of 20 or more years, be videotaped.

Use of Force

The agency provides for a clear definition of force, including deadly force, last resort and reasonableness. Agency employees are equipped and trained with multiple weapons platforms that are at their disposal including firearms, tasers, pepper spray and less lethal munitions. The written directive clearly outlines considerations for employing use of force. The agency has a system in place for all use of force incidents to be reviewed by a supervisor. An annual review and analysis occurs by the Road Patrol Lieutenant and the Use of Force Team of all reported response to resistance incidents to identify needed changes to training, policy or equipment.

The agency's written directive clearly mandates in any instance where response to resistance results in a death or serious physical injury, the involved employee shall be removed from the line of duty and placed on administrative leave during the review process.

SAFETY CONCERN: DURING THE DEPARTMENT TOUR, IT WAS NOTED THAT THE CELL BLOCK AREA CONTAINED CIRCA 1970-1980 SQUARE PROTRUDING LIGHT FIXTURES WITH EXPOSED PLEXIGLASS WHICH COULD EASILY BE FASHIONED AND UTILIZED BY PRISONERS AS A SHARP EDGE CUTTING OR STABBING INSTRUMENT.

Communications

The NTPD currently has its own dispatch center with 10 employees that report to the Patrol Lieutenant. Dispatch monitors videos throughout the building and has access to videos that have been installed at the schools located within the township. If backup is needed, calls are transferred to Plymouth Township or Livonia PSAPs

All recordings are kept in storage for a minimum of 31 days unless requested by the department for longer retention.

The Communications Center has a backup generator onsite which is auto-checked weekly and is load checked annually.

The written directive did not specify procedures for securing recordings in criminal matters, this was corrected immediately.

Field Activities

NTPD has 3 response modes:

- Priority Three Response – situations where a delayed response will have little to no effect on the situation or ability of the officer to investigate the incident. No emergency equipment, lights and siren, are utilized. Responders may delay response for any matter requiring immediate response and shall notify Dispatch of the delay.
- Priority Two Response – situations where the response calls for a stealth approach to ensure the safety of those involved, i.e. bank robbery. This is an emergency response however the responder may not utilize emergency equipment to protect the approach to the scene and the safety of those involved. The responder must reasonably determine when to deactivate emergency equipment based on known factors, traffic, weather, location, nature of the incident, etc.
- Priority One Response – situations involving actual or possible loss of life, property, or serious injury. If less than immediate action is taken, further injury, loss of life or property, or the escape of the person perpetrating a crime will likely result. Priority One Response requires the fastest, safest, possible response. All emergency equipment shall be activated in compliance with Michigan Compiled Laws MCL 257.632.

Pursuits are allowed when the justification outweighs the level of danger to the public. The agency had 0 pursuits in 2017, and 5 in 2016. Roadblocks and PIT are not allowed. Stop stick are utilized, but none were in 2017.

Mental health training was conducted on Jan 9 & 10, 2018 for the agency.

NTPD has in car video recording capability. The written directive did not indicate when the employee was to activate the camera, this was corrected immediately.

NTPD has MDT's in each patrol car and applicable policies in place.

NTPD has an applicable foot pursuit policy in place. The policy indicated that the officer could not reinstate a previously terminated foot pursuits, and further indicated that an officer should terminate a pursuit if the officer loses sight of the suspect. This was discussed and the admin adjusted this policy to give some discretion to the officer to re-instate in limited circumstances to avoid someone else locating a suspect being pursued where initial sight was lost, and therefore the second officer would be in violation if he/she re-instated the foot pursuit. Policy requires a review of each pursuit and an annual review of all pursuits. NTPD had one foot pursuit since the policy was incorporated.

The department made a Below 100 safety belt video to encourage use that was very well done.

Traffic Safety and Enforcement

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

Homeland Security/Critical Incidents

The agency has a critical incident system in place, which includes command, operations, planning, logistics, and fiscal responsibility. The agency demonstrated compliance utilizing a missing person search involving an elderly man which resulted in a large search.

CHAPTER 4 – The Investigative Function:

Criminal Investigation

The Northville Township Police Department operates an internal investigative unit. This unit is staffed by 2 detectives and cases are reviewed and assigned by the unit's Sergeant. The detective position is a lateral assignment within the agency. The primary responsibility of the unit is conducting follow up on unsolved incidents initiated by the agencies patrol officers.

Cases that have a mandatory assignment to the detective burea are: all criminal and possible criminal violations in which citizens are the complainant and the case cannot be reasonably followed-up by patrol, all Part 1 offenses where violence or potential violence has occurred, home invasions, breaking and entering cases shall be assigned to Detectives with the exception of breaking and entering of sheds and construction trailers, etc., maybe assigned to patrol if warranted, all cases of reported identity theft, all larcenies involving an estimated total loss in excess of \$1000, and all other cases deemed necessary by the Detective Bureau Supervisor.

The agency specifies a double blind procedure for eyewitness identification, as well as defining show up and live line up procedures through policy. Corporal lineups take place at the Wayne County Jail.

Crime Scene Processing

The Northville Township Police Department operates and maintains their own crime scene processing unit. This is staffed by officers who are certified as field evidence technicians. A field evidence technician is generally on duty, or accessible based on a 24 hour on call list. These technicians can operate independently or as a team based on the size of the incident. The department has 7 evidence technicians. During the tour, assessors spoke with Officer Chris Rowley who represented the evidence tech cadre. Officer Rowley explained the ET process, callouts, and reviewed with assessors the equipment available.

Storage of Evidence and Property

The Northville Township Police Department controls property through a records management system called The Beast. A Lieutenant is in charge of the property room.

A visual inspection found the property room and processing area was generally neat and organized. The processing room is attached to the property room with two way lockers for passage of property from the officer to the property custodian. The processing area is stocked with an assortment of packaging materials. Upon packaging an item, it is secured in a temporary locker. Access to these lockers is gained through a key that is left in the lock for access. Once property is placed in the locker, the officer places the key in the locker and the spring accentuated door shuts and locks. The property custodian takes the property from the property room side of the locks and processes. The key is returned to the locking mechanism for another use.

The property room is secured through electronic access points and multiple camera systems. High value items are secured within a locked safe within the property room. Cash is deposited into the Finance Department. There is a larger evidence cage located in the police garage available for larger items that will fit evidence such as a vehicle. This area is monitored by cameras.

The property room is maintained by one full time civilian employee (dispatcher). The Support Services Lieutenant oversees the property room. All time sensitive inspections, audits and inventories were conducted; no irregularities were identified. Of note was that the unannounced inspection, and inspection by supervisor not affiliated with the property room were done 1 day apart in October. It would be beneficial to move these inspections further apart to ensure a more effective inspection protocol.

The agency has in place appropriate policy for converting property to department use. No property was converted during the accreditation period.

Appropriate policy is in place for the possession, transfer and destruction of property.

Juvenile Matters

The Northville Township Police Department has the physical capabilities and procedures outlined to identify juvenile offenders and hold a juvenile offender for a non status offense if necessary. The outlined policies ensure the protection of the juveniles Constitutional rights. Appropriate proofs were shown indicating standard compliance in regard to processing, parental notification, release, and reporting.

Juveniles per policy can be held at NTPD for up to 6 hours.

Special Investigations and Operations

The agency has policy in place which dictates procedure for special investigations and operations. The agency does not maintain confidential informants. Its policy states "The Northville Township Police Department does not have or manage Confidential Human Sources (CHS). The Northville Township Police Department is a member of the Michigan State Police Western Wayne Criminal Investigation Team (WWCI). Any and all potential confidential human sources are referred to Western Wayne Criminal Investigations and are controlled in accordance with Michigan State Police (MSP) guidelines". As a result no CI funds are managed.

The department has in place a de-confliction policy and utilized HIDTA. A proof was included to show de-confliction took place during the accreditation period.

The department has established policy and procedure to address missing persons investigations. There were no incidents requiring an amber alert activation during this assessment period. Policy exists to ensure compliance with the Michigan Safe Delivery of Newborns Law.

NTPD uses a COMPSTAT weekly meeting to disseminate information between supervisors, road patrol and detectives:

Assessor Baker attended the COMPSTAT meeting. In attendance was the Fire Chief, Admin Secretary, Detective Lieutenant, Public Safety Director, and typically the on-duty Sergeant (absent this meeting).

During the meeting both fire and police statistics were discussed. Each attendee took a turn discussing material relevant to their specialty and/or bureau. The agency discussed their crime mapping, and the inception into the overdose mapping made available by the HIDTA app.

Discussed and disseminated were the yearly stats for 2017:

CFS	23,260
Arrest	937

Use of force	13
Foot pursuits	1
Vehicle pursuits	0
Traffic crashes	down 13%
LFA	down 19%

Citizen complaints	14
Unfounded	10
Founded	2
Founded in part	2

Also discussed was a new program called Meet Up where citizens can meet up with others for sale of items, etc., in an area that is video recorded, lighted and monitored.

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

Transporting of Arrestees/Detainees/Prisoners

The Northville Township Police Department has established policy and procedure in place to include searching vehicles and subjects prior to transport. Subjects are secured in caged vehicles and seat belts are utilized in compliance with State law.

The agency has a system to allow the rear seat belt to be fastened to a receptacle on the cage, rather than having the officer reach across the arrestee.

Processing of Arrestees/Detainees/Prisoners

The Northville Township Police Department maintains a processing area. Appropriate weapon control policies and procedures are in place. Policy does not allow arrestees to be secured to a fixed object, however, assessor noted rings in the processing room bench. Staff stated those rings are no longer used.

This area is still monitored by closed circuit cameras and has an open mic in case of emergency which is monitored by dispatchers. During the on-site, 4 emergency alarms were identified and in working order but staff was initially unaware of their purpose. This is a very good example of how accreditation and inspection is beneficial to any agency. Policy and signage is in place regarding electronic equipment prohibited during breathalyzer. An appropriate escape policy is in place and the processing area is secured by 2 double locked doors, each requiring one to be closed to open the other.

Holding of Arrestees/Detainees/Prisoners

The Northville Township Department maintains a secure holding facility with a processing area and holds prisoners on a short term basis. Policy lacked detail on recording specific information when conducting the prisoner checks. This was corrected immediately. Four holding cells are available to allow for separation of both females and juveniles. The

policy was corrected on-site regarding the 30 minute face to face checks. Initially the policy allowed these checks to be done via video. Video surveillance is used in between the face to face checks.

Appropriate training and evacuation policy and procedures are in place.

G. Applied Discretion Compliance Discussion:

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

Standard 1.1.1h

ISSUE: The written directive did not reflect a retention period to archive all written directives.

ACTION: Policy was corrected onsite and is a non-issue.

Standard 1.2.1e

ISSUE: The Administrative Assistant who controlled the petty cash was the same person to audit the petty cash.

ACTION: Policy was corrected onsite and is a non-issue. Policy language was added indicating the Staff Lieutenant will verify the quarterly audit as a means of oversight.

Standard 1.4.1f

ISSUE: There was no clear timetable to notify personnel of founded discipline. The policy referred to a "timely manner".

ACTION: Corrections in the policy were made to reflect notification within 7 business days.

Standard 1.6.1

ISSUE: The agency did not have in the written directive a means for making sure that equipment was accounted for in an operational state of readiness.

ACTION: The agency addressed the issue by adding language to conform to the standard thus correcting the deficiency.

Standard 1.10.1a

ISSUE: The written directive for Director of Public Safety approval was not clear.

ACTION: Policy was corrected onsite and is a non-issue.

Standard 1.10.2g

ISSUE: The written directive did not contain a procedure for remedial training for personnel who are unable to qualify.

ACTION: An “action plan” was added to the policy to address this need.

Standard 3.1.2

ISSUE: In regard to search warrants, the agency’s written directive details how employees prepare a search warrant affidavit however, a portion was missing to include the item(s) that the affiant is searching for and a subsequent description.

ACTION: ACTION: Policy was corrected onsite and is a non-issue.

Standard 3.5.5a

ISSUE: Policy failed to indicate under what circumstances officers need to turn on the in-car video equipment.

ACTION: Policy was corrected onsite and is a non-issue.

Standard 3.5.7i Foot Pursuit

ISSUE: Policy indicated that once a foot pursuit was terminated, officers could not reinstate the pursuit. Assessors felt this may cause officer to violate policy when they lose sight of an individual and then relocate the offender who continues to flee.

ACTION: Policy was corrected onsite and is a non-issue.

Standard 5.3.2b Security Protocols

ISSUE: No emergency alarm for processing room.

ACTION: Staff located 4 emergency switches and incorporated their use into policy. Alarms were checked and found to be in working order.

Standard 5.3.2g Security Protocols

ISSUE: Policy allowed for prisoner checks to be conducted via video and did not comply with the maximum 30 minute face to face checks required for compliance.

ACTION: Policy was corrected onsite and is a non-issue.

H. Standards Noncompliance Discussion:

The agency had 0 standard in noncompliance.

I. Future Performance / Review Issues:

Safety concern: during the department tour, it was noted that the cell block area contained circa 1970-1980 square protruding light fixtures with exposed plexiglass which could easily be fashioned and utilized by prisoners as a sharp edge cutting or stabbing instrument.

J. Summary and Recommendation:

A thorough review of the files for compliance was conducted, supported by observations and interviews. It was determined that the agency was in compliance with all of the established accreditation standards, with exceptions noted. Accreditation is recommended.

Jeff Baker, Team Leader
Date submitted: February 1, 2018

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



Neal Rossow, Program Director
Date February 2, 2018