

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



Onsite Final Report

The City of Port Huron Police Department
January 31, 2018

Team Leader: Daniel J. Mills

Team Member: Heather McDonald

A. Agency Name, CEO and AM:

The City of Port Huron Police Department
100 McMorran Blvd
Port Huron, MI 48060
bakerj@porthuron.org
(810) 984-8415

Jeff Baker
Chief of Police

Gail Kicinski
Accreditation Manager

B. Dates of the On-Site Assessment:

Monday, January 22, 2018 – Tuesday, January 23, 2018

C. Assessment Team:

1. Team Leader: Daniel J. Mills, Senior Deputy Police and Fire Chief
Portage Department of Public Safety
7810 Shaver Road
Portage, MI 49024
millsd@portagemi.gov
(269) 329-4567
2. Team Member: Heather McDonald
University of Michigan – Flint, Police Department
303 E. Kearsley Street
Flint, MI 48502
mcdonalh@umflint.edu

D. Community and Agency Profile:

1. Community Profile

The City of Port Huron, Michigan is located geographically at the base of Lake Huron at the mouth of the St. Clair River. Fort St. Joseph was built at the location by the French in 1686. Fort St. Joseph guarded the upper end of the St. Clair River, the vital waterway joining Lake Erie and Lake Huron. Intended by the French to bar English traders from the upper lakes. In 1688, the French abandoned the fort. The site was incorporated into Fort Gratiot in 1814 following the War of 1812 by the United States, and the area later became Port Huron. The City of Port Huron was incorporated in 1857, and its population grew rapidly after the 1850s due to a high rate of immigration attracted by the successful shipbuilding and lumber trade.

Many fortunes were made in the lumbering business during the early years of the city's development. Many of the beautiful Victorian homes that still stand today are the homes of some of Port Huron's wealthiest residents. When the forests gave out, the area began to attract a new industry, farming. The rich, fertile soil left clear after logging began to provide bountiful harvests for a growing and hungry nation. During the peak periods of immigration to the United States, more than a third of all immigrants entered the country through Port Huron.

In 1891, the Port Huron/Sarnia train tunnel was constructed by boring under the St. Clair River through a layer of clay between the river bottom and bedrock. The tunnel was considered an engineering marvel. The mile-and-a-half long tunnel was the first submarine railroad tunnel ever constructed in the world. This tunnel serves as the key link to an ever growing international trade corridor between Canada and the United States.

Port Huron is located in the area considered to be part of the "Thumb" of Michigan, and is the county seat for St. Clair County. The city has a total approximate area of 12 square miles and had a population of 30,184 at the 2010 census. The population density was 3,736 inhabitants per square mile with 3,871 housing units. The racial makeup of the city was reportedly 84% White, 9% African American, 4% Hispanic and 3% from other races. The average household size was 2.42, and the average family size was approximately 3. Located along the St. Clair River, it is connected to Point Edward, Ontario in Canada via the Blue Water Bridge. The city features a historic downtown area, boardwalk, marina, museum, and lighthouse.

Port Huron operates under the council-manager system of government with an appointed city manager and elected city council. The city manager is responsible for the organization of the administrative branch and has the power to appoint and remove administrative officers who are responsible for the operation of departments that carry out specific day-to-day operations of the city. The City Council consists of seven elected officials, a mayor and six council members. Council members serve staggered four-year terms, and the mayor serves a two-year term. The mayor is the presiding officer of the council.

2. Agency Profile

The Port Huron Police Department was formed in 1881. The force was governed by a four-person police commission, which was appointed by the city's council. James Gaines was the agency's first full-time police chief. He led a police force of eight officers, whose primary responsibility was to maintain order.

By the 1920's, the Port Huron Police Department had grown to 29 full-time police officers. One of the major efforts during this period was dealing with the large number of smugglers who transported illegal Canadian whiskey across the border into a prohibition dry United States. Almost nightly, local police and federal agents seized contraband from boats and cars. The St. Clair River bottom is littered with "rum runner" automobiles that tried to drive across the border during the winter on the thin, treacherous ice that formed south of Port Huron.

In 1936, a gunfight involving Port Huron Police officers and St. Clair County Sheriff's deputies received national attention, but ended with the fatal wounding of a sheriff's deputy and a man by the name of Herbert Youngblood. Herbert Youngblood had recently broken out of Illinois prison with John Dillinger. It is believed that both Youngblood and Dillinger fled to Port Huron and were planning to cross over into Canada. After receiving a tip from an informant, a squad of officers closed in on a house on the southern edge of Port Huron. A violent gun battle erupted. Afterwards, a deputy lay dead, another wounded, and Youngblood lay dying. He told the police that Dillinger had just left the house prior to the shooting and was still in the area. However, Dillinger was never found. Youngblood died a short time later in Port Huron Hospital.

The Port Huron Police Department has been accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) since 1995. The agency is fully committed to the accreditation process, including active participation with other agencies seeking accreditation status.

Currently, 52 officers and 18 civilian employees make up the Port Huron Police Department. Twenty-nine officers have proudly worn the Chief of Police badge, to include the recently appointed Chief Jeff Baker. Chief Jeff Baker is the Chief Executive Officer (CEO) for the agency. He took over the reins of a fundamentally strong police department with an excellent reputation. Early initiatives by Chief Baker are a major revamping of the community policing model, team approach models for problematic areas in policing, and employee development.

3. CEO Biography

Chief Jeff Baker began his career in criminal justice in 1992 as a part-time police officer in Richmond, Michigan and continued his career at the Port Huron Police Department in 1993. Chief Baker has worked at nearly every position in the Port Huron Police Department – starting as a patrol officer, Community Services Officer, Warrant Officer, Road Sergeant, Detective Sergeant, Patrol Lieutenant, Administrative Lieutenant, Police Captain and finally as the Police Chief.

For the past eight years, Chief Baker has been the accreditation manager for the Port Huron Police Department. The Police Department has been nationally accredited since 1995, and has received the prestigious meritorious certification for the past two accreditation cycles. In addition, Chief Baker is the Police Accreditation Coalition (PAC) president for the State of Michigan's newly formed law enforcement accreditation program.

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

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

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

4. Future Issues

Future issues facing the department include budgeting shortfalls, recruiting and applicant shortages, hiring and retention of qualified candidates, diversity shortcomings, non-competitive wages, drug addiction, and criminal enterprises erecting from two major interstates terminating in Port Huron, along with an international bridge crossing. The area is presently depressed economically. Drug addiction and the local economy contributes to the crime rate.

The police department currently is located in the ground level of the Port Huron City Hall. The space is limited, and staff work in cramped quarters. The agency and city are exploring options for a new location for the police department; however, no plans have been settled upon for location, renovation, or new construction. It is evident that the current space is not adequate. During the on-site, assessors observed many employees in shared office space and in cramped working quarters. Also, in the evidence processing area, assessors observed a consistent drip of water from the ceiling, which was being captured in a bucket.

Advantages of the agency include a strongly developed and trained work force capable of minor and major crime suppression, along with a long-engrained community policing vision and a culture of conducting enforcement activities with internationally recognized best practices and established standards. The command staff is well trained and has vast experience in running a busy police agency. The CEO also has a comprehensive succession plan, and all command are well prepared for advancement. The CEO is dedicated to maintaining best practices.

E. Public Information Activities:

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

1. Telephone Contacts

The public telephone line was active on Tuesday, January 23, from 9:00 a.m. to 11:00 a.m. The telephone line was tested, found to be functional, and four calls were received.

Ted Barrett (810) 429-0920

Ted Barrett is the owner of Caywood Auto Dealership. He stated that the agency has done an excellent job helping at the car dealership. The business has worked with the police by providing vehicles for covert operations. He said the officers are all friendly, polite and respectful. He further stated that the police always have the public's best interest in mind when conducting enforcement activities. The agency makes the community feel safe. He said his experiences have all been positive. He raved about how lucky the community was to have such an excellent police department.

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

Kenneth Cummings (810) 985-3980

Kenneth Cummings is the CEO of the local ambulance service, Tri-Hospital Emergency Medical Service. He said the agency has outstanding men and women working for the public interest. His company and the police work effectively together, operationally and administratively. He said the police are tremendous partners and work very hard for the community at-large.

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

Stephen Guilliat (810) 985-2400

Stephen Guilliat is the chief assistant prosecuting attorney for St. Clair County. He said the agency has good accountability, because, when officers have issues, the administration deals with it immediately. He also said the agency is very receptive to change and works with the prosecutor's office in an effective manner. The police are very good with follow-up on cases, and the investigations are very thorough. The agency's detectives take ownership of cases, and the entire staff is very professional. He said the agency does not sweep anything under the rug and that the community gets their money's worth; all employees are receptive to feedback. He recently had an experience where an officer did not show up for court; the officer came in to explain and apologized for missing court. He also said the police administration makes a concerted effort to listen to the prosecutor's needs. He said the agency is well run and that he loves working with the Port Huron Police. He appreciates the agency's professionalism.

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

Tom Konik (810) 364-6611

Tom Konik is the Chief of Public Safety for the town of Marysville, Michigan. Marysville borders Port Huron to the south. Chief Konik said his agency is small, and he appreciates the team approach that Port Huron Police takes with his department. Chief Konik said that Marysville staff work closely with the Port Huron concept teams, which include the Special Response Team (SRT) and the Neighborhood Enforcement Team

(NET). He said that Marysville has a long-standing, excellent working relationship with Port Huron.

Chief Konik fully supports the agency's efforts to become state accredited

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

Julie Davis – Port Huron Human Resources Director

Ms. Davis and her department assist with police officer recruitment and pre-employment exams. The police administration enlist her when an opening is available. Applications are received, and an applicant pool is created. She does not normally get involved with disciplinary matters unless job jeopardy is a possibility. She said that volunteer positions in the police department are handled by police supervision. She was very complimentary of the agency and spoke highly of the CEO and police command officers.

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

Pauline Repp – Mayor of Port Huron

Mayor Repp said the agency is a well-run and efficient police department. She has been very familiar with the agency because she is retired from the City of Port Huron. She is the former city clerk. Since the early 1980s, she has seen the agency change and evolve into a more professional police department with excellent leadership. She said the community is very appreciative of the police and the agency's community policing philosophy. She said the community policing zones allow residents in neighborhoods to know their police officers. Annually, the agency is involved with different community events. Officers serve dinner at a local fund-raiser every year for the crime tip program and the Special Olympics event.

Mayor Repp fully supports the agency's effort to become state accredited.

Kevin Watkins – President of the local chapter of the National Association for the Advancement of Colored People (NAACP).

Mr. Watkins stated that he is the President of the Port Huron Branch of NAACP and has been president for the past three years. He said most of his contact with police leadership was with the former chief, Chief Reeves. Chief Reeves had reached out to the NAACP

during a time of national tension towards police. He believes that the agency's community policing initiatives have created a partnership with the community. Community forums were established where leaders in the community come together to talk through local and national issues. During the forums, police were receptive and listened to the community's concerns. Mr. Watkins is also concerned that the Port Huron Police does not accurately reflect the demographics of the community and would like to see an increase in minority representation in the agency. He did say that the agency's cadet program and explorer program are expanding with involvement of the under-represented. The agency appears to be working hard to get the younger community into the cadet program. He said that there is a mutual respect between the police and the NAACP. The agency has made great strides over the past three years to improve communication and have become a true partner.

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

James Freed – Port Huron City Manager

City Manager Freed said the community is currently economically depressed. He said the community is very diverse and that the police have been exposed to a variety of differences and peoples. He said the police are building relationships with the community before issues arise and that they are excellent community partners. Mr. Freed appreciates the agency's commitment to best practices and supports accreditation. He is concerned with the current retirement rate and the potential for many more retirements over the next five years. He sees this as a challenge and an opportunity. He has encouraged the agency to be more reflective of the community. A local Hometown Heroes program has been established to keep the local talent pool in Port Huron. This program includes a grant for paid tuition for local criminal justice students, especially minority candidates; encouraging people to stay in Port Huron. He said the initiatives present hope for the future where young people feel that there is a place for them in Port Huron.

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

Dan Mainguy – Port Huron Fire Chief

Chief Mainguy said he was hired by Port Huron in 1986 as a police cadet. He was also the animal control officer and dispatcher for the police department early in his career before becoming a Port Huron firefighter. He is close to many members of the Port Huron Police Department since he has spent over 30 years with the City of Port Huron. He said the fire department and police have a great working relationship and work together on hazmat situations and with tactical medical personnel. They also work closely with the police for National Night Out, Neighborhood Watch programs and school safety drills.

Chief Mainguy fully supports the agency's effort to become state accredited.

Tim Donnellon – St. Clair County Sheriff

Sheriff Donnellon spoke very highly of the collaborative efforts between the sheriff's office and the Port Huron Police Department. The two agencies work collaboratively with the Neighborhood Enforcement Team (NET), a local major crimes investigative team consisting of representatives from local and federal resources. The sheriff leads a countywide drug task force, which is funded by a countywide drug millage. He said all the area detectives work closely together, and jurisdictional boundaries do not exist when it comes to solving crimes in St. Clair County.

Sheriff Donnellon fully supports the agency's effort to become state accredited.

5. Agency Ride-along

On Monday evening, Assessor Mills rode along with Officer Thomas Ruedisueli. Officer Ruedisueli was assigned to traffic safety and primarily worked with customs at the international crossing. Officer Ruedisueli gave an informative tour of the city and explained the various neighborhoods and issues surrounding the community's quality of life. He went to several key locations in the city, city borders, prominent neighborhoods, businesses, and housing complexes. Officer Ruedisueli was well-informed and was very polite and respectful. No calls for service were taken during the ride-along, and no citizen contacts were made. He seemed much attached to his community, was very knowledgeable in the workings of the police department, and spoke highly of the agency, his coworkers and the command staff.

6. Community Involvement

The Port Huron Police Department staff is extremely dedicated to the community. The agency is well-respected in the area as a professional police department. Everyone spoke highly of the agency and its staff.

The agency has a vibrant police explorer program for secondary students and an excellent cadet program for post-secondary students. Cadets perform various functions within the department, including greeting the public, bicycle patrol, and minor report-taking. The agency uses the cadet program in an effort to mentor and recruit new personnel and to increase diversity.

The Port Huron Police Department has an active Volunteer In Police Service (VIPS) program. Volunteers assist the department with a "citizens-on-patrol" program by conducting business checks and traffic control at special events. When volunteers encounter anything that needs police action, an officer is called to the scene. During a tour and orientation of the agency, assessors spoke with one volunteer, who was very proud of the work performed by officers and volunteers. He was extremely complimentary of the agency and its personnel.

The agency also provides a Drug Abuse Resistance Education (DARE) curriculum to 5th graders at seven schools. The DARE officer is also assigned to recruitment and

maintains all of the agency's social media sites. The agency uses Facebook, Twitter and a tip program.

The agency also provides an opportunity for community members to attend a citizen's police academy. The academy is a block of instruction designed to give the public a working knowledge of the police department's personnel and policies.

F. Essential Services:

Chapter 1 – The Administrative Function:

Direction of Personnel

The Chief of Police has the authority to issue, modify or approve any of the department's written directives. Written directives are issued to all agency personnel, and changes to written directives are disseminated to all affected employees. The overall written directive system was clear and understandable. The directives were constructed in a logical manner with employee duties and responsibilities clearly defined. Written directives are updated, canceled, or revised as needed. A review of policies is conducted annually.

Fiscal Control

The agency has three cash accounts, one in the Records section and two with the patrol lieutenant. The patrol lieutenant maintains a petty cash account and a confidential fund account. The petty cash and confidential fund accounts are maintained separately and recorded in ledger books, which are all locked in the lieutenant's office. When petty cash funds are used, the person using the fund is responsible for completing a detailed receipt describing the use or purchase with the funds. All cash funds are reconciled daily.

Internal Affairs

Internal Affairs is the responsibility of the office of the Chief. The Chief is responsible for the direction and control of the investigation of citizen complaints and the department's internal affairs function. If assigned an internal affairs investigation, the command officer will have the authority to report directly to the CEO. The agency accepts and investigates all complaints against the agency or its employees, including anonymous complaints. When the investigation is concluded, the disposition will be categorized as commended, inconclusive, improper conduct, marginal conduct, proper conduct, policy infraction, or unfounded. The CEO makes final determinations of all internal complaint investigations. All internal investigation files are properly secured with limited access.

A supervisor may relieve an employee from duty in severe cases. Examples of situations where such action may be deemed appropriate would be the arrest of an employee for a serious criminal offense, or a determination by the supervisor that the employee is so unfit for duty that such action is necessary. The decision rests with the supervisor in charge at the time of the incident, based on the circumstances.

During the assessment period, two personnel complaints were received and investigated. Both complaints were sustained. One employee received a written reprimand, and another employee received counseling. The agency did not identify a need to change policy and did not identify any training needs.

Disciplinary Procedures

The agency's written directive system details the rules, regulations and expectations for employee conduct. The agency is well-disciplined and has procedures to apply training and counseling in lieu of punitive employee discipline. The agency's disciplinary procedure includes corrective actions for minor complaints, which include verbal warning and notice of infraction. The agency has an appropriate appeal and grievance process in place with established timelines. There were no appeals or grievances filed during the accreditation cycle.

Organization

All sworn personnel take, sign and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States, the Constitution of the State of Michigan, City of Port Huron Code of Ordinances and the rules and regulations of the Port Huron Police Department. All agency personnel acknowledge a code of ethics and receive ethics training. Bias-influenced policing is strictly prohibited by the agency. There is a clear definition for bias-influenced policing, including but not limited to race, ethnic background, gender, sexual orientation, religion, economic status, cultural group or any identifiable groups. There were no reported incidents violating the policy during the accreditation cycle.

The agency also prohibits unlawful workplace violence, discrimination, and harassment, including sexual harassment, threats, physical attack or property damage. The directive requires employees to report any type of harassment and requires investigations to be conducted in accordance with state law. There were no reported incidents violating the policy during the accreditation cycle.

The police personnel have structured unity of command. The Chief of Police is supported by a captain; both the chief and captain are at-will employees. The Port Huron Police Department is organized into two bureaus: Field Services and Support Services. The captain has direct operational control over the Field Services Bureau and oversees the operation of the Support Services Bureau. Each patrol section is commanded by a lieutenant who reports to the captain. Patrol lieutenants are assisted by a sergeant. Patrol sections are commonly referred to as platoons. Platoons are responsible for handling the majority of calls for service from the community. The City of Port Huron Police Department currently has 52 sworn personnel. In the absence of the CEO, an acting chief of police is appointed from the command staff, usually the captain.

The employees are members of three different labor organizations: command officers are represented by the Command Officers Association of Michigan; the officers are

represented by the Police Officers Association of Michigan; and, the clerical staff are represented by the Port Huron Police Clerical Association.

Agency Equipment and Property

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.

Public Information

A command officer designated by the Chief will be the department Public Information Officer (P.I.O.), and will handle news releases Monday through Friday, except holidays. When the Public Information Officer is not available during the above time periods, another command officer will be assigned to do news releases. At incident scenes, media personnel seeking information are referred to the senior ranking on duty command officer. The ranking supervisor is responsible for release of information in the absence of the Public Information Officer. Although it is the primary responsibility of the Public Information Officer to interact with the media, other members of the Port Huron Police Department are encouraged to assist members of the media whenever possible.

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. No original reports are removed from the Records Division without the approval of the Chief of Police. Juvenile records are kept separate, and there are extra security measures for non-public records. All freedom of information requests are handled by records personnel, and the agency abides by the state retention and disposal requirements in accordance with Michigan Statute and Records Management.

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

Agency Training

The agency has an excellent training plan. The 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. Field training officers are properly selected and trained. Newly promoted personnel receive training consistent with new responsibilities and tasks.

The agency has a remedial training policy; however, the written directive lacked direction for required documentation of the remedial training. During the on-site, the written directive was changed to include all remedial training be documented in writing.

Specific required annual training topics were properly identified in the written directive. Annual training included firearms, hazmat, use of force, defensive tactics, ethics, legal updates, incident command, and bias-influenced policing.

Authorization and Use of Agency Weapons and Ammunition

The CEO is the authorizing authority for weapons and ammunition requirements, including specialized weapons and knives. 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. During the assessment period, there were no serious line of duty injury or death incidents. The agency also has a comprehensive exposure control and reporting policy. Outside employment or business activities of agency employees are prohibited unless specific approval is obtained from the Chief. During the assessment period, the agency had no instances of an employee meeting the criteria for early warning, fit for duty or employee assistance.

Performance Evaluations

All agency personnel receive documented annual performance evaluations. The performance evaluation system has a well-defined purpose statement with established and defined criteria, scored on a rating scale. The system also includes directives to raters regarding evaluation responsibilities and procedures on how to use the required forms. Training for evaluators is documented, and the evaluations are maintained according to the department's retention schedule. The evaluation system has a clear appeal process, and no appeals of evaluations occurred during the assessment period.

Promotion of Sworn Personnel

The promotional process is detailed in policy and outlined in the collective bargaining agreements. The process includes a point system. The agency recently established a promotional list for promotion for the ranks of lieutenant, sergeant and detective. There were no promotions during the assessment period.

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 objectives include a desire to ensure the hiring pool of applicants include qualified women and minority candidates. Recruitment activities include outreach to community service organizations, institutions of higher learning, media outlets, career days and job fairs. The plan was recently reviewed by the CEO, with the following recommendations for change: continued use of a dual oral board process to identify qualified candidates, recruitment of potential candidates at local colleges and police academies, and an increased effort to bring potential candidates to the agency through an explorer and cadet program.

A local Hometown Heroes program has been established to keep the local talent pool in Port Huron. The City of Port Huron has collaborated with the local community foundation to secure grants for paid tuition for local criminal justice students, especially minority candidates; encouraging people to stay in Port Huron. The police department has a desire to increase agency diversity; however, the recruitment of qualified personnel has become difficult. The department is primarily Caucasian. Sworn staff includes eight females and two African-Americans.

Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a thorough background investigation, as well as a medical and psychological exam. The agency uses an active cadet program in an effort to mentor and recruit new personnel and to increase diversity. 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 volunteer program, Volunteer in Police Service (VIPS). Volunteers include citizen police academy graduates and unpaid persons providing support for enforcement efforts. VIPS volunteers provide extra patrol of the business district; the group is very active, and the program is extremely successful.

Chapter 3 – The Operations Function:

Arrest, Search and Seizure

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

Agency policy outlines the warrantless search exceptions and the need for a court-

authorized search warrant, when applicable. The agency takes in-custody arrests directly to the St. Clair County Detention and Intervention Center for processing and lodging. Breathalyzers for Operating While Intoxicated (OWI) arrests are also conducted at the Center.

The agency only conducts strip searches when an arrestee is arrested or detained for a felony or misdemeanor and there is reasonable cause to believe the suspect is concealing a weapon, controlled substance or evidence of a crime. The person conducting the strip search does so only under written authorization by a command officer in charge who has been designated this authority by the chief of police. The strip search must be conducted by person of same sex. Body cavity searches are not conducted by department personnel, but rather by qualified medical personnel at a proper medical facility with a search warrant.

Interview and Interrogation

The City of Port Huron Police Department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has an interview room located on the premises that has audio and video recording capability. A secondary room is also available and is further equipped with an emergency button in case someone needs help. The agency can watch the interview from a computer station just around the corner from the primary interview room. The agency's written directive indicates that 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.

Use of Force

The agency completed a detailed meaningful review of the 81 use-of-force incidents for the evaluation period. The report went into detail, outlining the past five-year history, and shows a thorough understanding of what has occurred in the agency as it relates to the community. There were no instances of deadly force used by officers during the evaluation period.

Communications

The City of Port Huron Police Department contracts with the St. Clair County Central Dispatch Authority for all emergency calls for service and all after-hour calls for service. The onsite team toured the facility and spoke with the agency's telecommunicators regarding dispatch policy and procedures. All recordings are retained for one year from the date/time of record, unless requested by the department for longer retention. Review of the tapes are limited to personnel with a legitimate and official need.

The Communications Center has a back-up generator onsite that will automatically engage, supplying power to the Communications Center to maintain operation. The generator goes through a weekly test. It is tested under full load one to two times

annually. The Communications Center is equipped with an Uninterruptible Power Supply (UPS), which is designed to bridge the gap between the power outage and when the generator provides power.

Each dispatch station is set up identical, allowing for dispatchers to move station to station seamlessly. All dispatchers are trained in emergency medical dispatch. The Communications Center provides dispatch services for the City of Port Huron and surrounding communities.

Field Activities

The City of Port Huron Police Department policy allows for pursuits by officers who follow the guidelines in the policy. The agency employs stop sticks as a method to terminate vehicle pursuits. Roadblocks, boxing, pit maneuvers and/or intentional collisions are prohibited outside of a lethal force situation. All reviewed pursuits were compliant with established policy and procedures.

The City of Port Huron Police Department has in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency has video/audio recording equipment in their police vehicles. All retention of evidence follows policy and the state retention guidelines.

On Tuesday morning, assessors attended the patrol briefing. There was a free exchange of information regarding current issues that needed to be addressed, tips received over the past 24-hours and intra-agency information sharing issues. The shift lieutenant reviewed the agency's available child safety seat equipment.

Traffic Safety and Enforcement

The City of Port Huron 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.

Homeland Security/Critical Incidents

The agency has a critical incident system in place, which includes command, operations, planning, logistics and fiscal responsibility. The agency hosts a series of annual events, each with a well-drawn plan outlining all aspects of the Incident Command System. The agency completes detailed after-action reports. Annual events include the Blue Water Festival, the Chilly Festival, and Boat Night.

Chapter 4 – The Investigative Function:

Criminal Investigation

Officers follow up on their own investigations during their work shift, depending on the severity of the complaint. The on-duty sergeant reviews each complaint and sends the ones that need follow-up to the detective bureau. The detective lieutenant considers solvability factors when screening cases for follow-up assignment. A policy is in place for eyewitness identification.

Crime Scene Processing

The agency has shift officers trained in crime scene processing to enhance the services provided by the department. There are in-house accident investigators available 24 hours a day. The agency's personnel assigned to the detective bureau are trained in crime scene processing. Officers on scene are trained to not disturb, touch or handle physical evidence unless a danger exists that the evidence will be lost or destroyed prior to the arrival of detectives.

Storage of Evidence and Property

Appropriate policies are in place for property processing and evidence collection. The agency has a large, well-organized property room. Only the property officer and two custodians have access to the room. The door is alarmed and utilizes a keypad with video outside the door, recording access. There are several two-way lockers for officers to put large pieces of evidence into, along with smaller lockers in which evidence is placed and secured until the property officer comes in. The agency also has two interior spaces that can be secured to limit access in case of a large item(s) that can't be secured in a locker. The agency has separate locked storage available for guns, drugs, valuable jewelry and money. Evidence that needs lab submission is sent to an available Michigan State Police lab. Appropriate policy for transmission and chain of custody is in place.

All time-sensitive inspections, audits and inventories were conducted; and, no irregularities were identified. There was a documented audit in alignment with the transfer of command of the property unit during the assessment period.

Juvenile Matters

The agency has established policies regarding juvenile status offenses, including runaway cases. A safe delivery of newborns policy is in place. There were no incidents where the agency needed to use Amber Alerts.

Special Investigations and Operations

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

Port Huron Police Department oversees a special response team with members of the City of Port Huron Police Department, Fire Department and Mayfield Police Department. The Neighborhood Enforcement Team (NET) is a collaborative law enforcement initiative aimed at major crime investigation. The department participates in the countywide Drug Task Force facilitated via the St. Clair County Sheriff Department and funded by a special millage.

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

Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

The City of Port Huron 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.

The agency does not engage in the processing and holding of arrestees, detainees, and prisoners. The agency utilizes the St. Clair County Detention and Intervention Center.

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 three standards in applied discretion.

Standard 1.9.5 Field Training

ISSUE: Written directive did not indicate that all remedial training be documented.

AGENCY ACTION: The written directive was changed to include that all remedial training be documented by instructors and placed in the appropriate training file.

Standard 1.10.2 Proficiency and Qualification

ISSUE: The written directive did not indicate a procedure for remedial training for those personnel who were unable to qualify with an authorized weapon prior to resuming official duties, including reassignment, suspension, discipline and fitness for duty.

AGENCY ACTION: The policy was changed to state that, if an employee fails to achieve a qualifying score, appropriate disciplinary action will be taken, which may include reassignment, suspension, discipline, and a fitness for duty evaluation.

Standard 3.5.4 Interacting with People who have Mental Illness/EIP

ISSUE: The written directive did not address protocols for dealing with emotionally impaired persons or persons in emotional crisis.

AGENCY ACTION: The written directive was changed to include verbiage pertaining to emotionally impaired persons, to include defining an emotionally impaired person and addressing an emotional crisis.

Standard 4.5.6 Unidentified Persons Investigations

ISSUE: Written directive did not include procedures for investigating unidentified persons, adult and/or juvenile, alive or dead.

AGENCY ACTION: The policy was changed to include verbiage to address unidentified persons in accordance with the standard.

Standard 5.2.1 Processing Procedures

ISSUE: The written directive did not address authorized equipment or items in the processing area.

AGENCY ACTION: The written directive was changed to include authorized equipment or items in the processing room, to include ink fingerprinting station, electronic fingerprinting station, a computer work station, camera, printer and chairs.

H. Waivers of Standards:

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

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

Standard 2.6.1 Reserve/Auxiliary Officers Program

Standard 5.2.1 (g) Processing Procedures

Chapter 5.3 Holding of Arrestees/Detainees/Prisoners

I. Standards Noncompliance Discussion:

The agency had no standards in noncompliance.

J. Future Performance / Review Issues:

Consideration should be given to more effective documenting of mobile video recording reviews. The agency is conducting random reviews of officer recordings; however, documentation of the reviews were lacking.

Also, consideration should be given to more effective documentation of annual records access as it pertains to annual security audits. The agency is performing the required audits; however, the documentation of the audits was lacking in specificity.

K. Summary and Recommendation:

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

Daniel J. Mills, Team Leader
Date: January 31, 2018

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



Neal Rossow, Program Director
Date: January 31, 2018