

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# Onsite Final Report

Wyandotte Police Department  
January 25, 2019

Team Leader: Aaron Sawyer

Team Member: Scott McDonald

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

Wyandotte Police Department  
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Brian Zalewski  
Chief of Police

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Accreditation Manager

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

Monday, December 17, 2018 – Tuesday, December 18, 2018  
Wednesday, January 9, 2019

**C. Assessment Team:**

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**D. Community and Agency Profile:**

**1. Community Profile**

The area known as Wyandotte was once home to the Wyandot Indian Tribe in the 1700s. The Wyandot people settled along the banks of the Detroit River and were known as a peaceful group. In 1818, the Wyandot Tribe signed a treaty with the United States Government relinquishing the land which is now known as the City Of Wyandotte.

One of the first settlers in the area was a man named John Biddle who purchased over 2,000 acres in 1835, creating a farm called "The Wyandotte". Mr. Biddle eventually sold the land to a businessman named Eber Ward for \$44,000.00 in 1854. Mr. Ward with the

assistance of John Van Alstyne developed the Eureka Iron Company. As a result, the village known as Wyandotte flourished as a premier industrial community. On December 12, 1866, Wyandotte was incorporated as a city and granted a charter by the State of Michigan.

The population began to grow due to the success of the iron industry. Subsequently, the Wyandotte Police Department was established.

According to the 2010 census, the population of Wyandotte is 25,883. The racial makeup of the city was 94.7% White, 1.3% African American, 0.7% Native American, 0.5% Asian, 0.9% from other races, and 1.9% from two or more races. The average household size was 2.35 and the average family size was 2.99. Residents are predominantly of Polish descent. The median income for a household in the city was \$43,740, and the median income for a family was \$54,106.

## **2. Agency Profile**

The Wyandotte Police Department is composed of thirty-five sworn officers, eight reserve officers, and twenty-five civilian employees. In addition, the police department houses the Central Dispatch Center that provides emergency dispatch service for the cities of Lincoln Park, Southgate, Allen Park, and Wyandotte.

The first city jail was located at the corner of Biddle and Elm inside of city hall. However, as the city grew so did the police department requiring them to move out of city hall in 1881 and into their own building located at Biddle and Elm. In 1921, the police department moved to Biddle and Pine where it remained until 1959. The new location was a 17,000 square foot building at Biddle and Ford Avenue where it served as the headquarters for the Wyandotte Police for the next forty-nine years. Finally, in 2008 the Wyandotte Police Department relocated to a state-of-art 44,000 square foot facility at 2015 Biddle.

The Wyandotte Police Department employs a community policing philosophy which promotes strategies to strengthen the relationship amongst department members and the citizens they serve. This is achieved by the continual engagement of community leaders, business owners, and residents in order to address concerns that jeopardize public safety. Furthermore, the Wyandotte Police Department uses proactive policing strategies to prevent disorder and reduce the fear of crime.

## **3. CEO Biography**

Chief Brian Zalewski began his career in law enforcement in 1991. He earned his college degree in criminal justice before graduating from the Wayne County Regional Police Academy. Following his graduation, Chief Zalewski was hired by the Wyandotte Police Department where he developed an interest in traffic investigations. As a result, he graduated from Michigan State University's Highway Traffic Safety Program specializing in traffic accident investigation and reconstruction. He became a member of the Downriver Crash Team where he was responsible for investigating fatal traffic crashes throughout the Downriver area for a span of ten years. He has been recognized as an expert witness

regarding traffic reconstruction by the Wayne County Third Circuit Court. This coupled with his profound experience and education has made him one of the most distinguished reconstruction specialist in Southeastern Michigan.

Chief Zalewski served the Wyandotte Police Department in the capacity of patrol officer, lead traffic investigator, sergeant, inspector, and chief of police during his twenty-seven-year career. He is a graduate of Eastern Michigan's School of Staff & Command and MACP's Police Executive School. As an administrator Chief Zalewski has adopted a community-oriented policing philosophy. He has recognized that community involvement provides his department with additional resources for combating crime. Chief Zalewski has successfully reduced the fear of crime in his community; improving the quality of life for all those who reside, visit, and work in the City of Wyandotte.

#### **4. Future Issues**

Wyandotte is facing some of the same issues most agencies today. Retention, recruitment, public perception, and the opioid epidemic were all cited as concerns for the agency. The number of qualified candidates for hiring is low and not very diverse. The department has also seen officers leave for other agencies that have better pension and benefit packages.

Public perception of police nationally is also a concern for the department. The Wyandotte Police Department is has worked hard to maintain the trust of the public by building relationships in the community at the schools. Everyone who called spoke highly of the department, their outreach programs and the positive interactions the police officer are having in the community. The agency uses Facebook and Twitter to engage the community on a variety of issues including upcoming events, job postings, criminal activity, and safety tips. The day shift officers maintain a great relationship with the school and school administration. They are required to be at schools during drop off and dismissal times.

The department has seen a significant increase in opioid overdose calls. They do not carry Narcan in their patrol cars but do regularly assist the fire department on medical emergencies resulting from overdoses.

#### **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**

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.

### **December 17, 2018**

The public telephone line was active on Monday, December 17, 2019, from 9:00 a.m. to 11:00 a.m. The telephone line was tested, found to be functional, and two calls were received.

#### **Bob Heck- Police Commissioner (734) 362-4432**

Mr. Heck has served on the police commission for over two years. His role on the commission is to oversee the budget, hiring, firing, and discipline of officers. The commission meets on a biweekly basis with the CEO.

Mr. Heck believes the agency is operating very well. He believes the Chief and Deputy Chief have stepped since assuming their roles. He was very impressed with their engagement in the community and with the staff.

Mr. Heck spoke highly of the agency's involvement in the community. He cited programs like Shop with a Cop and a recent birthday party officer surprised an elderly lady when she turned 100.

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

#### **Anne Goudy**

Anne Goudy called the line and wanted to comment on the Police Department. She explained that she often observes the officers out on duty. She indicated that she has observed them be friendly, and professional.

She stated that she has interacted with Chief Zalewski and Deputy Chief Hamilton at various events. She described both as personable, and professional. She stated that the Department seems to take an active role in community support, and knows they are active in events such as Shop with a Cop, Charity Basketball events, and other non-police activities.

She also commented on their professional presence at parades and community functions. She endorsed the accreditation process for the Department.

### **January 9, 2019**

The public telephone line was active on Wednesday, January 9, 2019, from 8:30 a.m. to 10:00 a.m. The telephone line was tested, found to be functional. Four calls were received.

#### **Anthony Jesue**

Anthony Jesue called the line to comment on the Department. He stated that he is the Wyandotte Middle School Assistant Principal (10 years), and has been with the District for 41 years. He indicated the WPD works very closely with the school. He described the relationship as "they work with us". One example he gave was Vaping. He stated that it is a growing issue. He stated that the WPD is in the building explaining the hazards. He stated the officers will respond, test for narcotics or tobacco, and take whatever action is needed.

He stated that WPD will also bring dogs into the school to look for contraband. He stated that they are also very proactive in monitoring traffic issues in the area. He stated that he is pleased with their service.

Lauren Cianciol

Lauren Cianciol called, after seeing the post on social media. Although she has moved to Southgate, she spent most of her life living in Wyandotte. She described the Department as always there for her. She gave an example of arriving home and finding an open door. She called the police, and the WPD responded immediately. She stated that cleared the home, and made her feel at ease. She stated that they took the call seriously. We went on to discuss that she did get pulled over as a very young driver, by a motor officer, which is now Chief Zalewski. She described him as very nice.

Cindy Gray

Cindy Gray called, after hearing about the process from a neighbor. She described the department and staff as wonderful. She stated that she observes them around town regularly, and feels they are very proactive. She in particular notices that they are very interactive with the public.

She gave an example where a family in her neighborhood had a kid just hanging around in the yard. She stated that an officer stopped and would visit with them. One of the officers was made aware the family was in need, and the kid needed a bike. She stated that the officer was able to locate a used bike, and gave it to the child.

She was also aware that the department recently put on a celebration for a resident, who was celebrating her 100th birthday. The police went out of their way to show her they cared.

She also recalled an MDOP call, where the WPD responded immediately. She stated that even though it was a call with no leads, the officers took the time to talk, and appeared genuine in their efforts, and demonstrated empathy.

She stated that she has lived her over 30 years, and is very proud of the WPD. She feels that they are tough on crime.

Bob Alderman

Bob Alderman called, knowing we were here. He stated that not only does he live and work in the community, but he is also a City Council member. He also stated that he was a retired Police Chief of a neighboring community. He stated that he has known Chief Zalewski and DC Hamilton, and feels they are a great choice for the WPD management team. He stated that he has seen the command structure of the department change, for the better. He stated that his interaction with the staff is positive, and he feels they are professional.

He stated that he is aware of the accreditation process. He stated that it has value, and he is pleased the WPD has chosen to participate. He stated the effort to maintain it is comprehensive, and the staff here is able to maintain it.

He too recalled a story where his son was out on an ORV and was to stay in their alley. Apparently, he chose to go out further, and later returned home. He was being followed by an officer, who ended up being Chief Zalewski. He stated that he chose to use the experience as a learning moment. He stated this is representative of the WPD.

## **2. Correspondence**

While there was no formal correspondence sent to the Department or the assessors, the assessors did note that several persons had commented on the accreditation process on the Department's Facebook page.

## **3. Media Interest**

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

## **4. Community Outreach Contacts**

On the initial onsite, the assessors did not have the opportunity to officially meet with any community groups or members. A few informal contacts were made, for example, a Court Officer, City IT and HR staffers, and several employees and customers at two local restaurants. The feedback on the Department was positive. The persons seemed very proud of their police officers and expressed confidence in them.

## **5. Agency Ride-along**

Due to the many written directive issues there was no time conduct a ride along with an officer with the Wyandotte Police Department.

## **6. Community Involvement**

Chief Zalewski and the Wyandotte Police Department have expanded their outreach to the community over the last several years. They host an annual Shop with a Cop event, and raise money through two annual fundraisers. Every November the officers at Wyandotte PD can pay \$50.00 to not shave for the entire month. The money raised is donated to a local charity. They also participate in a fundraiser basketball game with the Michigan State Police. Funds raised from this event go to No Child Without a Christmas and Blessings in a Backpack.

Wyandotte has nine schools in the city limits. Every officer on the department has an access card to the schools. The officers are always at the schools during drop off and pick up times. They also visit the schools throughout the days. The department officers ALICE trainings for the schools and churches.

## **F. Essential Services:**

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

#### **Direction of Personnel**

The Chief of Police has the sole authority to issue, modify, and approve agency general orders and personnel orders. However, the Chief of Police may authorize other Department members to issue departmental communications. The Department has chosen to use Lexipol as the author of their written directives. As such, they are systematically organized. Overall the written directive system was understandable, although a few directives needed some further clarification, due to the overall generality of some Lexipol wording.

The directives were constructed in a logical manner with employee duties and responsibilities clearly defined, including constraints on employee actions and expectations. The written directive system is contained within Lexipol which makes it searchable and makes employees aware of any changes and/or updates to directives. Lexipol is also used to implement the new policy and acknowledge receipt by employees.

The agency has a mission statement, as well as a vision or values statement.

#### **Fiscal Control**

The Police Clerk maintains the general petty cash fund for the Department. It is funded with a deposit from the City Treasurer, and kept in a locked box, with only the Clerk having access. All expenditures are tracked, and reconciled back to the Treasurer, via the Chief of Police. A quarterly audit system was established. The Special Investigations Unit maintains a Confidential Buy Fund. This is restricted to a command officer, and all activity is tracked. A quarterly audit system was established.

#### **Internal Affairs**

The Deputy Chief is responsible for the internal investigation function and has direct access to the CEO. All complaints are accepted including anonymous complaints. The CEO makes final determinations of all internal complaint investigations. All internal investigation files are properly secured with limited access. An annual analysis had been conducted regarding internal affairs complaints for the past year.

During the assessment period, 4 internal investigations were conducted; three were sustained. The sustained complaints were for minor rule violations. The agency did not identify a need to change policy.

#### **Disciplinary Procedures**

The agency's written directive system details the rules, regulations, and expectations for employee conduct. Supervisors have the discretion to place employees on administrative leave when necessary. The agency is well-disciplined and has procedures to apply training



and counseling in lieu of punitive employee discipline. The agency has an appropriate appeal and grievance process in place with established timelines, per work agreements.

### Organization

Prior to appointment to a sworn position, personnel take an oath of office to enforce the law and uphold the Constitution of the United States and State of Michigan Constitution. All agency personnel receive (or are in the process of receiving) ethics training. Bias-influenced policing is prohibited by the agency. There is a clear definition for bias-influenced policing.

The agency also prohibits unlawful workplace discrimination and harassment, including sexual harassment. The written directive outlines a proper reporting mechanism in the chain of command, including an alternate reporting process for any conflict of interest. The directive requires employees to report any type of harassment and requires investigations to be conducted in accordance with the law. This was done, in accordance with policy.

Police personnel has structured unity of command. In the Wyandotte Police Department, the Chief is supported by a Deputy Chief and two Lieutenants. One Lieutenant manages Special Operations and the Detective Bureau. The other Lieutenant manages the patrol group. The Deputy Chief is designated as second in command. The patrol staff is divided into four patrol platoons, each supervised by a Sergeant. One of the patrol sergeants supervises the Dispatch. The Special Operations Unit has a sergeant in command of the Unit, and also covers Ordinance Enforcement. The Detective Bureau has a sergeant in command as well, covering investigations, and records.

The agency operates it's own Public Service Answering Point (PSAP) supervised by a Patrol Sergeant. This PSAP also provides service for three other downriver communities. The PSAP receives all 911 calls for service and dispatch calls for service for public safety in the City of Wyandotte, City of Lincoln Park, City of Allen Park and the City of Southgate. The agency also has access to supervisory personnel on a 24-hour basis, in that there is always a supervisor on duty.

The department is staffed by 35 full time sworn personnel, and 16 dispatchers. They are supplemented by 3 Records Clerks, 4 Animal Control Officers, 2 Ordinance Officers, and an Administrative Clerk. The patrol staff work 12-hour shifts. The agency uses both motorcycles and cars for routine patrol.

### Agency Equipment and Property

The wearing of body armor is now 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 and there are procedures in place for reporting any damage or loss of equipment to a supervisor. An employee was recently assigned as quarter-master and has been given the responsibility of maintaining agency equipment in a state of operational readiness.

### Public Information

The Chief of Police or designee is the designated Public Information Officer. By policy, the agency cooperates fully and impartially with authorized media personnel by assisting their efforts to gather factual public information pertaining to activities of the agency.

### Agency Records and Computers

The agency has a written directive system describing field reporting, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords. Any paper records are stored in a file cabinet where only records staff have access. There are extra security measures for non-public records. 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 City IT staff appear very proactive and well versed in data security, as well as CJIS requirements. The data is stored and backed up electronically and is password-protected. Annual security audits and password audits were performed during the assessment period by the City IT staff. There were no breaches in security during the assessment period.

### Agency Training

The Director of Public Safety appoints a command officer to act as the training coordinator. The training coordinator is responsible for scheduling, documenting and reporting all in-service training. Specific required annual training topics were properly identified in a written directive communication from the director. Training included topics such as firearms, intermediate weapons, defensive tactics, ethics and bias awareness, mental health issues, computer security awareness, and cultural awareness.

The training policy is new and designed to keep training records centralized, audited, and 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. A process for documenting and reporting remedial training is in place.

New sworn personnel are required to complete an extensive training program. Field training officers are properly selected and trained through a documented process. A sergeant oversees the field training program. The Police Chief makes the final determination of the selection of field training officers. The field training program is properly supervised. Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks.

The Wyandotte Police do have staff that are part of the Downriver tactical team. Therefore, the training standards for tactical team training was waived. The agency does provide initial and annual refresher training in hazardous material emergencies. The Accreditation Manager is certified.

### Authorization and Use of Agency Weapons and Ammunition

Authorization for sworn personnel to utilize authorized weapons and ammunition is exclusively granted by the Chief of Police. The agency uses certified/qualified staff for armorer inspections, repair, and replacement. All agency weapons were replaced with new weapons during the assessment period. All agency personnel are required to qualify to the MCOLES standard yearly.

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

### Personnel Benefits and Responsibilities

The agency has a written directive outlining line-of-duty injury and death circumstance policy, and an employee collision and review process. The department offers an employee assistance program through the City Human Resources Department. No employees used the service during the assessment period. Also during the assessment period, there was no serious line of duty injury or death incidents. The agency does allow off-duty employment but prohibits extra-duty employment. The agency also has a comprehensive exposure control and reporting policy. The agency has documented injuries, however, has not completed a meaningful review of these incidents individually or collectively.

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

### Promotion of Sworn Personnel

The promotional process for is outlined in the collective bargaining agreement. The process includes a point system. The points are based on written, oral, seniority, and evaluations. The eligibility list is updated every two years. When vacancies occur, the selected candidate is assigned to the rank on a probationary basis for six months. Lieutenants are appointed following the same procedure.

The selection process for special assignments consists of the candidate expressing interest in the position, recommendation by a supervisor and oral interview with the Deputy Chief. The Deputy Chief makes a recommendation to the CEO.

### Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The agency has a desire to increase agency diversity and is dedicated to creating a workforce that is representative of the diversity of the community. All personnel within the department are Caucasian. Sworn staff includes 32 males and 3 females. There are 21 non-sworn full and part-time employees in support or dispatch roles. Recruitment activities include outreach through social media, community groups, citizen academies, local colleges, and universities.

### Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a thorough background investigation, as well as a medical and psychological exam. The selection process includes an oral board interview, a written test, an agility test, and background investigation. The applicants are scored in these areas and the applicants with the best highest scores are hired.

### Reserve Officers and Civilian Volunteers

The agency does have 13 volunteer reserve officers. The reserve officers are under the direction of a Lieutenant. They provide a support role at special events, school events, and major emergency scenes. The reserve officers always work in conjunction with a certified officer. They are required to complete a background investigation and reserve officer training program. Annual training for the reserves includes firearms, PPCT, and Taser.

The agency does not have a civilian volunteer program.

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

### Arrest, Search and Seizure

Agency policy outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency takes in-custody arrests directly to their jail lockup area for processing. Breathalyzers for Operating While Intoxicated (OWI) arrests are also conducted at the lockup facility. Procedures are in place for an adult arrest, and for the care of arrestees dependants. Strip and Body cavity searches are well regulated.

### Interview and Interrogation

The Wyandotte Police Department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency has dedicated interview rooms located on the premises that have audio and video recording capability. The interview rooms are monitored 24/7 by PSAP personnel. They are also monitored by the Watch

Commander. Officers can also press the emergency button on their portable radios to summon assistance. The agency's written directive indicates that officers shall be aware and consider all legal mandates when recording an interview or interrogation consistent with state law.

### Use of Force

The agency reports the use of force incidents quarterly to the Chief of Police. The agency conducts a command investigation for each use-of-force incident. A review of the report found that any use of force issues in the accreditation period were minor and routine. If an officer was involved in an incident which resulted in serious injury or death, or a violation of the law or internal policy of the agency occurred, the Chief of Police or designee would suspend the officer from active duty with pay pending the investigation or review of the event.

### Communications

The Wyandotte Police Department has their own communications center for all emergency calls for service and all after-hour calls for service. The agency also provides this service for the City of Allen Park, the City of Lincoln Park and the City of Southgate. The onsite team toured the facility. The Equatune software is used to record radio traffic and phone calls. All recordings are kept in storage in compliance with the policy. Review of the recordings is limited to personnel with a legitimate and official need.

The Communications Center has a back-up generator onsite. The generator was serviced in 2018, however, a full load test was not conducted. The assessors required a full load test to be done. One was attempted, but the generator had to be shut down at 80% due to fluid loss and the danger of damaging the engine. The Chief of Police was able to secure management approval for repairs and/or replacement, with funding being allocated to bring the agency in compliance.

When the power goes out, the generator will automatically engage, supplying power to the Communications Center to maintain operation.

All dispatchers are Emergency Medical Dispatch Certified, using the Total Response program.

### Field Activities

During the assessment period, there were nine traffic pursuits. One of the pursuits originated from a felony incident, and the rest were from traffic-related events. The City of Wyandotte Department policy allows for pursuits by officers who follow the guidelines in the policy. The agency has policies for stop sticks, boxing, pit maneuvers and/or intentional collisions to terminate pursuits with limitations, for officers trained in them. They have chosen not to train for these activities at this time, effectively prohibiting them. All pursuits were reviewed by command and were compliant with established policy and procedures, with a yearly summary completed.

The agency prepares its officers to encounter subjects with mental illness by providing training in mental health first aid training. This training occurred during the assessment period, and with the three-year allowance, all staff will be scheduled.

The agency has been given a 'Standard Not Applicable' letter from MACP for Mobile Video Recorders, as the department has not yet equipped the police fleet with MVR's. They are under consideration, as budgets allow.

The Wyandotte Police Department maintains mobile data computers within their patrol vehicles in compliance with CJIS standards.

The agency has a foot pursuit policy, which complies with the standard. The agency did report 7-foot pursuits for 2018, with the majority of them stemming from vehicle pursuits. All foot pursuits were reviewed by command staff. They did a yearly review of their foot pursuits, and did not identify any needed policy changes, but did address an individual training opportunity.

#### Traffic Safety and Enforcement

The City of Wyandotte 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. They are part of the Wayne County Emergency Management Group. The agency reported no ICS incidents for 2018.

### **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. Criminal complaints are reviewed by the Detective Bureau. The Detective Bureau Sergeant reviews the criminal complaints and assigns the case for follow up to a detective. The detective sergeant considers solvability factors when screening cases for follow-up assignment. A policy is in place for eyewitness identification.

#### Crime Scene Processing

The agency has a detective and accident investigators available 24 hours a day. Detectives are primarily responsible for the collection and preservation of evidence. 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 investigations.

### Storage of Evidence and Property

Appropriate policies are in place for property processing and evidence collection. The agency has a well-organized property room. The Detective Bureau Sergeant, a detective, and Chief have access to the room. The door is key, keypad lock protected, and access is electronically recorded. There are several one-way lockers used for temporary evidence storage. The agency also has a large storage area and a vehicle bay that can be secured to limit access in case of any large items that can't be secured in a locker. The agency has a large safe available for valuable jewelry and money. Evidence that needs lab submission is sent to the Michigan State Police Lab. Appropriate policies for transmission and chain of custody are in place.

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

### Juvenile Matters

The agency has established policies regarding juvenile status offenses, including runaway cases, unidentified adults and children, and the safe delivery of newborns. There were no incidents where the agency needed to use Amber Alerts.

### Special Investigations and Operations

The agency has a general investigations policy and a special investigations policy. The written directives are in compliance with standards. Information shared with or received from another agency is sent by email to the individuals needing to know. The agency has written directives for investigating and responding to investigations for adult or juvenile missing persons and unidentified missing person calls.

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

### Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

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

All custodial arrests are brought to the Wyandotte Department Holding Facility. The facility is a 72-hour holding area within the headquarters. After 72-hours detainees are transported to the county jail. Weapons are not allowed in the holding area and lock boxes are located at every entrance to the holding. There is a secure jail garage with lock boxes for weapons. Each detainee's property is logged and secured in a locked locker during their detention. Officer use the emergency button on their radios or buttons located on the walls to summon assistance in emergencies.

Each cell is searched and inspected prior to and immediately after each use of a cell. Daily inspections of all areas of the holding facility are documented on an inspection log, and detainees are visually observed at least every 30 minutes. The holding cells are equipped with an audio and visual capability which is monitored by dispatch. The written directive requires personnel be initially trained in supervision and care of detainees and refresher training every three years.

**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 eighteen standards in applied discretion.

**Standard 1.2.1 Fiscal Control**

ISSUE: The agency provided an accounting of all monies put into, and taken out of the Petty Cash Fund. They did not have a quarterly audit of funds, as required.

AGENCY ACTION: The procedure was modified and a quarterly audit was done while auditors were on site.

**Standard 1.5.2 Ethics**

ISSUE: The agency provides ethics training for all personnel. They provided training which lacked the documentation the agency could produce to validate the totality of their training.

AGENCY ACTION: This standard requires training to occur every three years and the agency has established plans to train all employees during this time period.

**Standard 1.6.1 Storage and Accountability**

ISSUE: The written directive required the department to inspect equipment within their control, but did not define when or how it should be reported to ensure the inspection occurred.

AGENCY ACTION: This procedure was modified to have personnel assigned to submit a yearly inspection report.

**Standard 1.9.1 Training**

ISSUE: The standard requires a listing of all agency required in-service training. A list was not present in the written directive.

AGENCY ACTION: The written directive was modified to include a list of required training, including the frequency of training.

**Standard 1.10.1 Authorization and Use of Agency Weapons**

ISSUE: The standard requires a listing of all agency-approved weapons. A list was not present in the written directive.



AGENCY ACTION: The written directive was modified to include a list of all approved weapons.

**Standard 2.1.5- Employee Injury/Exposure Reporting and Review Process**

ISSUE: During the initial onsite there was no procedure outlining a follow-up mechanism to ensure that an employee exposed to a bloodborne pathogen had received medical treatment. During the initial onsite, a meaningful review had not been conducted on an incident that resulted in an employee injury.

AGENCY ACTION: The policy was updated prior to the second visit to include that all medically necessary follow up treatment will be provided. A meaningful review was conducted for the incident prior to the follow-up visit.

**Standard 2.2.1- Evaluation System**

ISSUE: During the original onsite there was an issue with file maintenance and the rating scale in the written directive did not match the scale on the completed evaluation.

AGENCY ACTION: The rating scale in the policy was updated to reflect the rating scale on the completed evaluation. The file maintenance issues were also corrected prior to the follow-up visit.

**Standard 2.2.2 - Annual Evaluations**

ISSUE: The full-time, non-sworn employees had not received an annual performance evaluation prior to the on-site.

AGENCY ACTION: During the onsite one of the non sworn employees received an annual performance evaluation. Between visits the remainder of the non-sworn employees received evaluations. The accreditation manager and Deputy Chief confirmed the evaluations were completed and the agency was in compliance with Standard 2.2.2.

**Standard 3.1.3 Adult Arrests**

ISSUE: The written directive did not establish protocols for Arrest of Foreign Nationals, persons of limited capacity, limited English Proficiency, or sight/auditory impairment.

AGENCY ACTION: The written directive was amended to include protocols.

**Standard 3.6.2 Uniform Enforcement of Violations**

ISSUE: The written directive did not establish protocols for the 13 listed infractions in the standard.

AGENCY ACTION: The written directive was amended to include all of the infractions in the standard.

**Standard 3.6.4 Special Classes of Offenders**

ISSUE: The written directive did not establish protocols for non-residents, government officials/diplomats, and armed services members.

AGENCY ACTION: The written directive was amended to include all of the offenders in the standard.

#### **Standard 4.1.2- Eyewitness Identification**

ISSUE: During the initial onsite the proofs provided demonstrated the officers did not follow the procedures for a show-up. Prior to the follow-up visit, administration addressed the non-compliance issue with officer involved in the incident and documented in the file. The original policy did not include a requirement for a post-presentation interview and documentation and reporting requirements.

AGENCY ACTION: The agency did not have any proofs documenting compliance with the standard. During the second visit, the agency agreed to adopt the model eyewitness identification policy supported by MACP. This standard will be considered “wet ink” since it did not have any proofs. The Program Director should pay special attention to this during their first Annual Compliance Report.

#### **Standard 4.3.4- Security**

ISSUE: During the initial onsite the assessment team found the policy directives did not comply with the standard. Between visits, the agency attempted to change their policy to comply with the standard but still lacked the procedures for compliance. During the second visit, the agency acknowledged they do not use items for evidence or property for investigative or training purposes.

AGENCY ACTION: The agency updated their written directive to exclude using evidence or property for investigative or training purposes.

The agency did not have any occurrences during the evaluation period.

#### **Standard 4.4.1 Juvenile Delinquency**

ISSUE: The agency's written directive did not meet the language in the standard.

AGENCY ACTION: The agency updated their written directive to comply with the standard. They were able to provide proofs that demonstrated compliance with the standard.

#### **Standard 4.5.1- Special Investigations**

ISSUE: Agency written directives did not establish procedures meeting compliance for the standard.

AGENCY ACTION: The agency updated their policy to include procedures to meet the standard. The agency was able to demonstrate compliance with proof despite their written directives initially not meeting the standard.

#### **Standard 4.5.2- Special Investigative Operations**

ISSUE: The agency did not have guidelines in their policy to meet the standard.

**AGENCY ACTION:** The agency wrote a new detailed policy with guidelines for conducting surveillance, decoy, raid, and or undercover operations. The agency did not have any proofs of compliance.

**Standard 4.5.3- Using Confidential Sources**

**ISSUE:** The agencies written directive was insufficient in procedures to meet the standards and there were file maintenance issues.

**AGENCY ACTION:** The agency's written directives were updated to be in compliance and adequate proofs were provided to demonstrate compliance with the standard.

**Standard 4.5.4.- Investigating Adult Missing Persons**

**ISSUE:** The agencies written directives did not meet the standard language. However, the agency demonstrated compliance with the language of the standard with provided proofs.

**AGENCY ACTION:** The agency adding necessary language to their policy to comply with the standard.

**Standard 4.5.5- Investigating Juvenile Missing Persons**

**ISSUES:** The agency's written directive did not meet the standard.

**AGENCY ACTION:** The agency updated their written directives to meet the standard. The agency was able to demonstrate compliance with the standard and written directives on the follow-up visit.

**H. Waivers of Standards:**

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

Standard 2.6.2 Civilian Volunteer Program  
Standard 3.5.5 Mobile Video Recorders

**I. Standards Noncompliance Discussion:**

The agency had one standard in noncompliance during the on-site assessment.

**3.4.6- Back-Up Generator**

The Communications Generator has not been load tested to 100 percent. As mentioned above, a test was being performed and it was discovered the engine was leaking fluid. The fluid leak became extreme, where there was a danger of the leak causing more internal damage. Chief Zalewski was able to gain approval from the City Manager to have funding allocated to repair the unit ASAP.

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

Wyandotte relied significantly on written policies from Lexipol. They faced similar struggles to other agencies subscribing to Lexipol. Lexipol only provides very general and broad statements. The CEO and their staff have the obligation to add to each policy their agencies process, sequence of events, or course of action to meet each standard. By adding onto the Lexipol policy, the agency can provide clear direction to personnel, efficiently complete objectives, and meet the standards required by MLEAC.

Each agency has their way of executing the standards provided by MLEAC. This flexibility is vital to the success of MLEAC. The assessment team felt strongly, the Wyandotte Police Department was following the standards in practice; however, lacked many of the detailed procedures or criteria built into their written directives required by MLEAC. We encourage the agency CEO, the accreditation manager, and senior staff at the Wyandotte Police Department to immediately begin the arduous process of reviewing their written directives in order to provide better and more thought out procedures.

Future assessments will be significantly more critical of the issues noted in the report. It may be beneficial for the accreditation manager to assist in future mock and onsite assessments. We also suggest, reaching out the MLEAC PAC and scheduling a mid-cycle mock assessment.

**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 exceptions and waivers noted. Accreditation is recommended.

Aaron Sawyer, Team Leader  
Date: January 9 2019

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



Program Director Neal Rossow  
Date: January 23, 2019