

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# Onsite Final Report

The City of Farmington Public Safety Department  
May 10, 2018

Team Leader: John Blue

Team Member: Gail Kicinski

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

**FARMINGTON PUBLIC SAFETY DEPARTMENT**

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Director of Public Safety

Detective Matthew Miracle  
Accreditation Manager

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

Wednesday, May 9, 2018 – Thursday, May 10, 2018

**C. Assessment Team:**

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**D. Community and Agency Profile:**

**1. Community Profile**

The City of Farmington is located in southeastern Michigan in the southern part of Oakland County. The City is bordered on three sides by the City of Farmington Hills and on the south by the City of Livonia, which is in Wayne County. Farmington is identified by its pleasant neighborhoods, a graceful historic district and downtown shopping opportunities. The City strives to preserve and maximize these assets and provide for growth and redevelopment. To provide for growth and redevelopment, the

City maintains a Master Plan for the downtown area and is participating in the National Main Street Center Program.

Farmington was first settled in 1824 by Arthur Power, a Quaker from Farmington, New York. Soon after, in 1825, Dr. Ezekiel Webb established the first Post Office and became Farmington's first postmaster and physician. The first school was established several years later in 1828. During the time of slavery, Farmington served as a station on the Underground Railroad.

In 1827, Farmington Township was established by the Legislative Council of the Michigan Territory. Farmington was officially incorporated as a village in 1867. Town meetings were held in a variety of locations until the completion of the Town Hall (now the Masonic Hall) in 1876. Farmington became a home rule city in 1926. Until the 1950's, Farmington was considered a small village that primarily served the area's farming community. During the post-war building boom, people began to move from Detroit, transforming Farmington into a suburban area. During the late 1960's, the City annexed 500 acres, which extended the western boundary of the City to Halsted Road.

Today, Farmington is the crossroads community at the heart of south Oakland County. Within a 10 mile radius of Farmington you will find: 383,840 people and 152,631 households, 33% of which have children living at home. According to the United States Census Bureau, the city has a total area of 2.66 square miles. In 2017, Farmington was listed as one of Michigan's safest cities by both the National Home Council for Safety and Security and WalletHUB.

Farmington utilizes the Council-Manager form of government, and thus is governed by a City Council consisting of a Mayor and four council members. The City Council appoints a City Manager who manages the day-to-day operations of the city.

## **2. Agency Profile**

In March of 1957, Farmington Police Chief Joseph DeVriendt, introduced a proposed ordinance to combine the police and fire departments into a single public safety department. The proposal was unanimously approved by the Farmington City Council, officially establishing the Farmington Public Safety Department on April 8, 1957.

Director Frank Demers, who is the current Chief Executive Officer (CEO) for the agency, is assisted by 22 sworn officers who are certified as police, fire and EMS first responders. In addition to the sworn personnel, Farmington Public Safety employs 1 Records Supervisor, 1 Administrative Assistant, 1 Part-Time Records Clerk, 6 Cadets and 12 additional Fire Reserves, who provide service to the community.

The Farmington Public Safety Department functions are divided into several Divisions and Service Units. The Divisions and Service Units share several responsibilities between the Police and Fire functions. The Divisions and Service Units are as follows:

The **Public Safety Department Administration Division** is responsible for:

- Budget, personnel, policies and procedures, rules and regulations
- Payroll, grants
- Special events representation at 26 public safety and community organizations
- Purchasing
- Michigan Commission on Law Enforcement Standards rosters
- Law Enforcement Distribution funds, training, planning, scheduling, discipline, media coordination and supervision of department personnel

The **Uniform Patrol Service** has several specific functions in addition to responding to calls for service. Some of those functions include:

- Community policing
- Field training
- Rapid deployment
- Fire scene command
- Jail management
- SMART trailer deployment
- Vehicle fleet management
- Mountain bike patrols
- School crossing guards
- Medical supplies
- Breathalyzer coordination
- In-car cameras
- Roll call instruction

The **Special Operations Division** includes 2 detectives, the School Liaison Officer, and the Fire Marshal. These personnel are collectively responsible for:

- Investigations
- Evidence technician service
- Photography
- Fire inspection
- Fire equipment maintenance
- Vehicle maintenance
- Fire reserves
- Evidence and property room
- School liaison programs
- Alcohol and tobacco compliance operations
- Narcotic suppression unit

In addition, Special Operations personnel transport prisoners to court and coordinate warrant pick-ups and fugitive apprehensions.

The Farmington Fire Service, under the direction of the Fire Marshal, provides fire and emergency medical services to the community. The Fire Marshal coordinates monthly firefighting and medical training. Each member of the department is trained to a Michigan Firefighter II level and all members are trained medical first responders. Three officers are certified emergency medical technicians. Some of the fire services provided by the department include:

- fire extinguishment fire inspections
- hazardous materials response
- child car seat checks
- smoke detector giveaway program
- public education seminars on fire safety and first aid

As part of a Service Compliance Program, the Farmington Department of Public Safety promotes professional traffic stops, maintains a formal complaint procedure, and shift commanders contact crime victims to assure the delivery of excellent services. The Department also utilizes in-car video cameras to verify professional conduct and recreate a factual record of public contacts.

### **3. CEO Biography**

Director Frank Demers began his career with the Farmington Public Safety Department in December of 1995. He served as a Patrol Officer and Detective before being promoted to the rank of Sergeant in 1999 serving as a Road Patrol Supervisor. He was promoted to the rank of Patrol Commander in 2000. In 2006, he was assigned as the department's Special Operations Commander where he was responsible for supervising the Detective Bureau, Fire Marshal and School Liaison Officer. In addition, he was the department's Neighborhood Watch Coordinator and Property Officer.

In 2007, Director Demers re-opened a 1979 cold case homicide investigation involving a store clerk who was bound and executed by two unknown perpetrators. Following an intense three year investigation, Demers and his team of investigators successfully identified and charged the two perpetrators responsible for the crime. The perpetrators were subsequently convicted and sent to prison.

In addition to his investigative contributions, Director Demers has also made significant administrative contributions to the department. During a financial crisis in 2012, which led to the consolidation of dispatch services with a neighboring community, the department was faced with the possibility of having to close its jail and eliminate 24/7/365 building access to the public. In response, Demers was instrumental in developing a Cadet program which would allow the department to hire part-time, civilian personnel who would monitor the jail, answer phones and take front desk complaints. The proposed program was unanimously approved by Farmington City Council and remains a very cost effective and valued service for Farmington residents.

Director Demers graduated from Adrian College in 1995 where he earned a Bachelor's Degree in Criminal Justice. He then attended the Oakland Police Academy. He successfully completed the Northwestern University School of Police Staff & Command, an intensive 12 week upper management training program, and he earned a Master's Degree in Homeland Security and Emergency Management Technology from Eastern Michigan University.

Director Demers is a member of numerous law enforcement professional organizations including the Michigan Association of Chiefs of Police, Southeastern Michigan Association of Chiefs of Police and the Oakland County Association of Chiefs of Police where he served as past president. Director Demers also serves as an adjunct criminal justice professor with Ferris State University.

In his 22 years of service with the Farmington Public Safety Department, Director Demers has received numerous awards and citations. He is a two-time recipient of the Officer of the Year Award and he was recently awarded the Distinguished Alumni Award by his alma mater, Bishop Foley Catholic High School.

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

Future issues facing the Farmington Department of Public Safety are not uncommon and are consistent with other agencies state-wide. Operational budget tightening, diversity recruitment and applicant shortages are points where the administrative team continues to monitor trends and fiscal changes.

The Farmington Department of Public Safety headquarters is housed in the same structure as the Farmington City Hall. Based on the size of the department and the community it serves, the space occupied by the department is manageable, with officers, detectives and command having to make periodic office and desk/cubicle movements to accommodate. The need for more space and privacy is visible, however, the department staff members make it "workable."

Space is also a commodity regarding property and evidence storage. The department maintains a secured and monitored temporary processing/storage area for property and evidence within the department. Space is limited to several lockers for high priority evidence and a locked cage just outside the temporary storage area for low priority property. A second, long-term storage area (room) for evidence is off-site and housed in a Department of Public Works garage. The long-term storage area is secured and monitored by a phone-based activation software that notifies and activates recorded camera footage (video and audio) when the room is accessed. Additional upgrades to the long-term location regarding additional fire and moisture suppression system are being considered.

Advantages of the Farmington Department of Public Safety include a strongly developed and trained work force capable of minor and most major crime suppression. There is a commitment by the Director to maintain a well trained and equipped staff. It was clear through discussions with staff and community members that "Responsiveness" and

“Commitment to Community Service” were consistent buzzwords used to describe community interactions. Once highlighted program implemented by Farmington Public Safety is their “Apartment Watch” initiative. The program is a proactive approach that requires officers to spend uncommitted time to improve visibility and interactions within the apartment communities they serve. The Director notes a significant decrease in crimes within the apartment communities since implementation. Director Demers is committed to a comprehensive succession plan, through diverse special assignment opportunities and making sure all command are well prepared for advancement.

## **E. Public Information Activities:**

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

### **1. Telephone Contacts**

The public telephone line was active on Thursday, May 10, from 9:00 a.m. to 11:00 a.m. The telephone provided was a designated cell phone that allowed the assessor to move from an open to a more private setting if needed. The cell phone was tested for function and operability. During the public phone-in session the assessment team received six calls.

#### George Lawley

Mr. Lawley is a business owner of the Chicken King restaurant within the City of Farmington. Mr. Lawley quickly remarked how professional the Farmington Department of Public Safety staff are. He referred to several interactions and described the service as being “beyond the call” and “professional.” Mr. Lawley added that he lived in a neighboring community for several years and noted a “higher standard of treatment” by Farmington officers compared to officers in the community he lived in.

Mr. Lawley fully supports the department’s efforts to become state accredited.

#### Tom Buck

Mr. Buck contacted the assessment team and noted his interactions with the Farmington Department of Public Safety has been at many levels. He is a business owner within the city, is a resident, serves on the downtown development association, is a former City Council member and is a former Mayor. Mr. Buck summarized his interactions with Public Safety staff and Administration as “Professional, Engaged, and Responsive.” He noted that Director Demers is an “Engaged, Collaborative Team Professional” during all interactions.

Mr. Buck fully supports the agency’s efforts to become state accredited.

### Sanford Altschul

Mr. Altschul is a resident and wanted to express how “Professional and Engaged” the Public Safety staff members are. He noted one personal interaction during the passing of his father-in-law. The officers who handled the call were “Professional and Compassionate.”

Mr. Altschul fully supports the agency’s efforts to become state accredited.

### Dorothy House

Mrs. House has been a resident of Farmington for 63 years. She noted that her interactions with Public Safety have always been “professional.” She added that she has always felt “safe” in the community and the officers have a “no call is trivial” demeanor that makes her feel what she has to say is important to them.

Mrs. House fully supports the agency’s efforts to become state accredited.

### Todd Lipa

Mr. Lipa is the Director of Youth and Family Services that service the Farmington area. Mr. Lipa wanted to express the staff and administration of Public Safety are “very supportive” of the community and youth programs. He added the officers are “hands-on” and are “easy to work with.”

Mr. Lipa fully supports the agency’s efforts to become state accredited.

### Gregory Garden

Mr. Garden has been a Farmington resident since 1962. He advised that all interactions with Public Safety staff have been “Professional and Courteous.” He added that he can see the officer “take pride” in the department, the officers appear well educated and the community feels a “strong sense of security.”

Mr. Garden fully supports the agency’s efforts to become state accredited.

## **2. Correspondence**

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

## **3. Media Interest**

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



#### **4. Municipal Outreach Contacts**

##### David Murphy – Farmington City Manager

Mr. Murphy was interviewed on May 10, 2018 and was eager to discuss his relationship with Director Demers and his staff. Mr. Murphy summarized the relationship as “Fantastic.” He noted that morale has greatly improved since Director Demers was appointed. All the “rank-and-file respect the director and the deputy director.” There has been no major obstacles or union issues during that were unresolved during Director Demer’s tenure. The Director and his administrative team are fiscally responsible and understand the needs of the community.

Mr. Murphy fully supports the agency’s effort to become state accredited.

##### Chris Weber – Farmington City Director of Finance and Administration

Mr. Weber was interviewed on May 10, 2018. Mr. Weber described his role as being frequently interactive with Director Demers and his administrative staff. Mr. Weber describes Director Demers and his staff being “detailed and transparent” with matters involving the budget process. The Public Safety Department is responsible for maintaining 40 line-item accounts and all are maintained within timelines and budget parameters. Mr. Weber added that budget planning is without difficulty and the flow is nearly seamless.

Mr. Weber fully supports the agency’s effort to become state accredited.

##### Amy Norgard – Farmington City Comptroller

Mrs. Norgard was interviewed on May 10, 2018. Mrs. Norgard is the City Comptroller and has worked for the city of Farmington for over 11 years. Mrs. Norgard describes her interactions with Public Safety as guiding them through the budget process. She works with projections and accounting issues. Relating to working relationships and observations, Norgard notes “great rapport” with both the director and deputy director. The communication and notification of potential issues are responsive as well as collaborative. The Public Safety staff has “good attention to detail” according to Norgard and each account is carefully reviewed for balancing. In summary, Norgard describes the oversight and responsiveness of Director Demers as “Gold Standard.”

Mrs. Norgard fully supports the agency’s effort to become state accredited.

##### Sue Halberstadt – Farmington City Clerk

Mrs. Halberstadt was interviewed on May 10, 2018. Mrs. Halberstadt works as the City Clerk for Farmington. She describes her interactions with Director Demers and his staff as a “group that is easy to work with.” Most of the interactions involve the processing of permits, backgrounds and FOIA requests. In addition, she works with several of the

contracts facilitated with the Public Safety Department. Halberstadt is also a resident of Farmington and holds public safety officers in high regard.

Mrs. Halberstadt fully supports the agency's effort to become state accredited.

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

On May 9, 2018 at 5:30 pm, Assessor Team Leader S.D.C. Blue conducted an agency ride-along with Public Safety Sergeant Shane Wash. Sergeant Wash 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. Sergeant Wash described the impact and the importance of the department's Apartment Watch program along with the requirement of officers to make visible contacts within the apartment communities. Sergeant Wash 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 Farmington Department of Public Safety staff is extremely dedicated to the community. The agency is well-respected in the area as a professional public safety agency. Everyone spoke highly of the agency and its staff.

The agency has a vibrant staff of civilian personnel. One of the most diversified positions is the Police Cadet. Cadets perform various functions within the department. The cadets take calls for non-emergency services and other citizen inquiries. The cadets also monitor individuals housed in the department's Temporary Holding Facility. In addition to the cadets, Farmington is graced with an Administrative Assistant, Records Supervisor, Records Assistant and a Parking Enforcement Officer. As a public safety department, Farmington also employs 10 additional Fire Reserve Officers and 4 Adult School Crossing Guards.

The Farmington Department of Public Safety has developed a School Resource Officer program with the Farmington Public School District. The officer is assigned and has an office in the Farmington High School, however, distributes his service to the district's middle, elementary and Catholic schools.

The agency also provides an officer to a county-wide narcotics team. Within Oakland County, the officer investigates narcotics crimes and tip information. While conducting the on-site, assessors met with the officer who displayed the unit's special operations (surveillance) van.

## **F. Essential Services:**

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

#### Direction of Personnel

The Director of Public Safety 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.

#### Fiscal Control

The agency has three cash accounts, bond, PBT services and petty cash. The petty cash, PBT and bond fund accounts are maintained separately and recorded. The Records Supervisor maintains the bond and PBT reporting. The Director is responsible for the petty cash reporting which are all locked in the Director'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 Public Safety Director. The director 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 department 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 and one employee accident were received and investigated. Both complaints were citizen initiated. One complaint was unfounded. The second was sustained and resulted in the employee receiving a verbal reprimand. The accident resulted in the employee receiving a verbal reprimand. The agency did not identify a need to change policy and did not identify any training needs.

### Disciplinary Procedures

The department'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 department's disciplinary procedure includes corrective actions for minor complaints, which include verbal warning and notice of infraction. The department has an appropriate appeal and grievance process in place with established timelines. During the assessment, the department supplied a meaningful analysis for the reporting period. 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 Farmington Code of Ordinances and the rules and regulations of the Farmington Department of Public Safety. All department personnel acknowledge a code of ethics and receive ethics training. Bias-influenced policing is strictly prohibited by the department. 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 department 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 Director of Public Safety operates as the CEO of the organization. The organization is a full public safety police/fire department with 22 sworn Public Safety Officers conducting police/fire/ems functions. There are 10 paid on-call Fire Reserves that operate as firefighters. The director is supported by a deputy director and four commanders. The director and deputy director are at-will employees. There are only two unions comprising of the Farmington Police Officers Association, made up of officers and sergeants, and the Farmington Police Command Officers Association, made up of the four commanders.

The Farmington Department of Public Safety is organized into four bureaus, each supervised by a commander: Three of the bureaus are referred to as platoons and the fourth is referred to as Special Operations. The three Platoon Commanders oversee patrol team functions and are supported by Platoon Sergeants. The dayshift Platoon Commander is supported by two dayshift Platoon Sergeants and the Records Supervisor. The Special Operations Commander is responsible for supervision of the School Resource Officer (SRO), a Detective, the Fire Marshal, Fire Reserves, Cadets and Parking Enforcement. It should be noted the Deputy Director is responsible for the officer assigned to the county-wide narcotics task force.

### 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. The department participates in a federal grant program with 50% of the purchase cost assumed by the grant. The remainder is through the employee equipment allowance. All sworn personnel are responsible for the maintenance of agency-issued equipment.

### Public Information

The Director of Public Safety is the departments' Public Information Officer (P.I.O.), and handles media contacts and releases. When the Director is not available, the responsibility is given to the Deputy Director.

### Agency Records and Computers

The department 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 public safety director. 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 department abides by the state retention and disposal requirements in accordance with Michigan Statute and Records Management.

The department 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 department 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 department has a remedial training policy; however, the written directive lacked direction for required documentation of the remedial training. Specific required annual training topics were properly identified in the written directive and proof of annual training was demonstrated in all required police, fire and EMS functional areas.

### 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 department 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 department 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 department 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 director. 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 department personnel receive documented semi-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 the collective bargaining agreements of the two labor unions. The process includes a point system. The agency promotes personnel when a position becomes available and no list is maintained. There were no promotions during the assessment period, however, a lateral duty assignment to Fire Marshal was made within the department 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, and an increased effort to bring potential candidates to the agency through the cadet program.

The department has a desire to increase agency diversity; however, Farmington has been faced with the same state-wide issues as other agencies with regard to recruiting and finding qualified personnel. The department is primarily Caucasian. Sworn staff includes one female and no one of color.

#### Selection of Personnel

The department 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 director makes the final decision on selection of new personnel.

#### Reserve Officers and Civilian Volunteers

The department does not have a reserve program.

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

#### Arrest, Search and Seizure

The Farmington Department of Public Safety is a full-service agency with arrest powers. The department 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.

Department policy outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency takes in-custody arrests directly to their Temporary Holding Facility for processing and lodging up to 72-hours. Breathalyzers for Operating While Intoxicated (OWI) arrests are also conducted at the department along with full fingerprint and photo processing. The department added written directive content during the on-site regarding foreign national arrests.

The department 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 the Director. 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 department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The department has an interview room located on the premises that has

audio and video recording capability. The rooms are also monitored by cadets while occupied. The department has a system of notification in case of emergency, including radio emergency alarms, visual notification and observation. There is also a weapons secure area. They have a 4-person maximum capacity for the designated room. The agency's written directive indicates that investigative officers are required 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 requirements.

### Use of Force

The department had no deadly force encounters during the assessment period and no one was removed from duty due to a use of force incident. The director completed a detailed meaningful review of the 2 use-of-force incidents for the assessment period. The process for involving supervisory responsibilities and review for each use of force incident were demonstrated and further explained in an interview with the deputy director during the on-site. The department will be using the recently completed annual meaningful review by the Director as a format for future reviews. A review form is being considered for future to more clearly document supervisory reviews of each use of force incident.

### Communications

The City of Farmington has contracted with the City of Farmington Hills for all emergency calls for service, medical, fire and all after-hour calls for service. The onsite team toured the Communications facility located in Farmington Hills and spoke with the telecommunications supervisor regarding dispatch policy and procedures. 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. The City of Farmington operates on the same two-way frequency as Farmington Hills and a third agency. There are alternate channels for Farmington Public Safety car-to-car and Fire. Farmington Public Safety maintains their own portable radios and backup generators at their Liberty St. location for phones and radio services. All recordings are retained in compliance with retention schedules and standards.

### Field Activities

The Farmington Department of Public Safety policy allows for pursuits by officers who follow the guidelines in the policy. Roadblocks, boxing, pit maneuvers and/or intentional collisions are prohibited outside of a lethal force situation. During the on-site the written directive changes were made to eliminate "caravanning" from the policy. The process for a meaningful supervisory review was demonstrated and further explained in an interview with the Deputy Director during the on-site.



The Farmington Department of Public Safety demonstrated the compliance with standard regarding handling citizen suffering from mental illness. Training and referrals were documented showing tactics and custodial encounters.

The Farmington Department of Public Safety 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. The policy was updated covering LEIN compliance, officer responsibilities and access/security, along with an updated ride-a-long form reflecting the changes. The process for a meaningful supervisory review concerning foot pursuits was demonstrated and further explained in an interview with the deputy director during the on-site.

### Traffic Safety and Enforcement

The Farmington Department of Public Safety 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 Farmington Department of Public Safety has a critical incident system in place, which includes command, operations, planning, logistics and fiscal responsibility, as well as a plan outlining all aspects of the Incident Command System. During the assessment it was determined there were no critical incidents during the assessment period that required the initiation of the full incident command system.

## **Chapter 4 – The Investigative Function:**

### Criminal Investigation

The Farmington Department of Public Safety officers work many cases from initial report through final disposition. The department effectively demonstrated the process of supervisory review, approval and referral. Referred cases into the detective function for additional investigation is based on both on severity and solvability.

Secured/restricted physical files and electronic files were observed and found compliant with standards and written directives. Photo lineup and show-up written directives were compliant with standard, with accurate documentation of eyewitness identification statements.

### Crime Scene Processing

The Farmington Department of Public Safety has officers trained in crime scene processing to enhance the services provided by the department. The trained officers are

available during duty time and for call-in as needed. Reports of evidence identification, preserving, processing and collecting reflected compliance with written directive and standard. The Farmington Department of Public Safety utilizes the Michigan State Police Crime Lab for evidence analysis. The department will also enlist the services of the Oakland County Sheriff's Department Crime Lab for processing major scenes or scenes requiring additional technical capabilities.

### Storage of Evidence and Property

The Farmington Department of Public Safety has sufficient policies in place for packaging and labeling property and evidence. Observation during the on-site demonstrated the department's commitment to preservation, separation of sensitive items, and ownership verification. In addition, standard compliance was verified through documentation and observation of how the department is recording property and evidence into the property control function.

The department has two locations for property and evidence. The first location is a designated room within the department headquarters on Liberty Street. At this location property and evidence is processed, packaged and placed into temporary storage lockers. The duration of storage is determined on several factors including, but not limited to, case disposition, laboratory processing or property "overflow" situations. The location has separate locked storage available for guns, drugs, valuable jewelry and money. Evidence that needs additional lab submission is sent to either the Oakland County Lab or the District Michigan State Police lab. The room is accessed by fob control and is monitored by recorded audio video.

Outside and adjacent to the Temporary evidence and property room is a large cage. The cage has a padlock on it and it is positioned in the fire truck bay area. During the onsite, the written directive was changed to reflect the cage location as being storage for low priority items. There is no direct monitoring of the cage. It was also determined during the on-site that items such as bloody clothing or evidence requiring air-drying would be taken directly to one of the two available labs. The department plans on installing a dry out cage in the monitored temporary property and evidence room and increasing surveillance of the low priority item cage during the next cycle.

The department maintains a second, off-site location for long-term storage of property and evidence. Referred to as the "Fire Barn" the location is a storage room at the City of Farmington Public Works garage. The room is controlled by a key-lock access. The alarm and audio-video control is on a public software system. The system was demonstrated to the assessment team during the on-site. Access is limited to the director and a detective, who acts as property custodian. During the on-site a fire suppressor and a dehumidifier was added to the long-term storage site due to observable environmental concerns. It was recommended to establish and train a property custodian and separate the direct property control function responsibilities to someone other than the director.

All time-sensitive inspections, audits and inventories were conducted; and no irregularities were identified.

### Juvenile Matters

The department has established policies regarding juvenile status offenses, including runaway cases. A safe delivery of newborns policy is in place. PA 102 offenses and mandatory reporting requirements were added to the department's written directive.

### Special Investigations and Operations

The department has a special investigations policy and conducts limited decoy operations involving alcohol compliance. Additional surveillance and undercover operations are referred to the Oakland County Task Force, where Farmington Public Safety supplies an officer. Any deconfliction issues are handled through the task force. Farmington Public Safety had no confidential informant files and determined the standard was not applicable due to the referral to the task force.

The Farmington Department of Public Safety has established procedures for missing adults. Documentation provided was compliant with standards. Compliance was also found with juvenile missing persons. There were no incidents where the department needed to use Amber Alerts. The department is well organized in keeping records of information shared with or received from another agency.

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

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

The Farmington Department of Public Safety 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. Written proof of vehicle security checks prior, to the beginning of each shift and following transport were observed. Vehicle inspection forms were part of compliance.

The Farmington Department of Public Safety's Temporary Holding Facility is where arrestees and detainees are processed and lodged. The booking facility is secured and monitored and recorded audio/video. Weapons lockers were observed for a weapons controlled environment. Cadets monitor activates during booking. Alarms on the booking room wall and on the officer's portable radios are designed for emergencies to the monitoring stations. Monitoring plays a key role during use of breathalyzer testing as department personnel are cognizant of communication device issues. The department has no fixed objects for detainee control. A padded cell was observed, where arrestees are placed who exhibit indifference. It was discussed during the on-site that incorrigible arrestees would be transported to the Oakland County Jail if unable to control. Recommendations were given to provide some level of additional controls.

The Temporary Holding Facility within Farmington Public Safety allows for separation of male and female prisoners. There is no compartmentalization/separation of the cellblock. Male and female prisoners can still communicate from separate cells. Training is received

during field training involving the searching of prisoners. At times, the Farmington Department of Public Safety has no female officers or cadets on duty. Recommendations were made to address issues involving female prisoner searching, and needs, to include: hiring/training more female cadets, lodging female prisoners at the Oakland County Jail, or obtaining further assistance from Farmington Hills Police and/or the Oakland County Sheriff's Department who has more on-duty female officers.

Medical and other emergencies within the cells are monitored by audio/video observation by cadets. During the on-site, phones within the cell were given emergency notification stickers on how to summon assistance, modifying the ability to summon assistance. Discussion regarding a direct emergency alarm within the cells were brought forward and recommended. Changes were made to the written directive to address special diet meals and medications.

Prior to the on-site the standard 5.3.2 (g) and (h) was amended with regard to the elements of 15 and 30 minute face-to-face checks. The standard now reads:

- g. *A determination whether 30-minute face-to-face checks, 15-minute face-to-face checks, or constant face-to-face observation is to be instituted based on suicide risk or other risk factors as determined by the agency;***
- h. *Use of audio and/or video surveillance system, if so equipped, to monitor detainees.***

The department was initially conducting 60 minute face-to-face checks and continuous audio/video monitoring checks. Approval from the MLAC program manager and discussion with the on-site team granted compliance. The department will make changes to their written directive when the new amended standards are published.

## **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 six standards in applied discretion.

### *Standard 3.1.3 Adult Arrests*

ISSUE: Written directive did not discuss requirements related to the arrest requirements of foreign nationals.

AGENCY ACTION: The written directive was changed to reflect Consular Notifications. In addition to the written directive change, postings of the mandatory and non-mandatory Consular notification countries were placed in the booking room.

*Standard 3.5.2 Motor Vehicle Pursuits*

ISSUE: The written directive had conflicting understanding with the term “Caravanning.” In addition, “meaningful supervisory review” was not clarified after reviewing the written directive and proof documents.

AGENCY ACTION: After an interview with the director, the decision was made to take “Caravanning” out of the directive. In addition, the “meaningful supervisory review” regarding each pursuit was verified through interview with the deputy director. Modifications to the written directive and the implementation of forms for the next cycle to further clarify the “meaningful supervisor review” will be initiated.

*Standard 3.5.6 Mobile Data Computers*

ISSUE: The written directive did not address protocols involving security access to LEIN information and officer responsibility. The written directive did not address security information on the Ride-along form.

AGENCY ACTION: The written directive was changed to reflect responsibility regarding unauthorized access.

*Standard 4.3.3 Temporary Storage*

ISSUE: Written directive did not address what was stored in the security cage outside the Temporary Property and Evidence room.

AGENCY ACTION: The policy was changed to include verbiage to further describe the function of the security cage as designated for low priority/low sensitivity items.

*Standard 4.4.1 Juvenile Delinquency*

ISSUE: The written directive did not address mandatory reporting requirements, to include Michigan PA 102 juvenile offenses.

AGENCY ACTION: The written directive was changed to include the PA 102 reporting requirements.

*Standard 5.3.1 Temporary Detention Defined*

ISSUE: The written directive did not address issues regarding special diet meals.

AGENCY ACTION: The written directive was changed to include reference to special diet meals.

**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 1.9.8 Tactical Team Training*  
*Standard 2.6.1 and 2.6.2 Reserve/Auxiliary Officers Program*  
*Standard 4.5.3 Using Confidential Sources*

**I. Standards Noncompliance Discussion:**

The department had no standards in noncompliance.

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

Future issues for the department include:

Establishing an administrative review process for Use of Force, Foot Pursuit, and Vehicle Pursuit incidents. Emphasis on meaningful supervisory reviews for each event.

The evidence and property locations need to require some more permanent upgrades regarding environmental control, fire suppression and establishing a more centralized property/evidence management with a property manager. The cage should be removed from its current location and a drying cage installed in the Temporary Evidence Storage/Processing area.

The Temporary Holding Facility would need an upgrade to their emergency call system within the cells. In addition, planning for incorrigible arrestees and female arrestees/prisoners should be a future priority.

**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 department was in compliance with all of the established accreditation standards. Accreditation is recommended.

John Blue, Team Leader  
Date: May 10, 2018

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

Neal Rossow, Program Director  
Date: May 10, 2018