

Michigan Association of Chiefs of Police
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



Onsite Final Report

The City of Farmington Public Safety Department
June 21, 2021

Team Leader: Daniel J. Mills

Team Members: Jill McDonnell and Patrick Reinke

A. Agency Name, CEO and AM:

Farmington Public Safety Department
23600 Liberty Street
Farmington, MI 48335
(248) 474-4700

Theodore Warthman
Director of Public Safety

Commander Andrew Morché, Sergeant Mathew Miracle, and Sergeant Shane Wash
Accreditation Team

B. Dates of the On-Site Assessment:

Wednesday, June 16, 2021 – Thursday, June 17, 2021

C. Assessment Team:

1. Team Leader: Daniel J. Mills, Senior Deputy Police and Fire Chief
Portage Department of Public Safety
7810 Shaver Road
Portage, MI 49024
millsd@portagemi.gov
(269) 329-4567

2. Team Members: Jill McDonnell
Emergency Management Coordinator
Charlevoix County & Emmet County
100 McMorran Blvd
Charlevoix, MI 49720
Office: 231-547-4461
Email: mcdonnellj@charlevoixcounty.org

Patrick Reinke, Lieutenant
Northville Township Police Department
41600 Six Mile Road
Northville, MI 48168
Office: 248-349-9400
Email: preinke@twp.northville.mi.us

D. Community and Agency Profile:

1. Community Profile

Farmington is a city in Oakland County, Michigan. It is a northern suburb of Metro Detroit. It is surrounded by Farmington Hills and Livonia. Since 2009, the city's downtown has been the center of an extensive renovation of many buildings on Grand River Avenue, as well as, brick paver sidewalks, a new pavilion, new lighting, and landscaping. The area is known for its historic downtown, elegant Victorian-style homes, and one of Michigan's top rated public school systems, Farmington Public Schools. In 2007, CNNMoney.com listed Farmington as number 55 in its Best Places to Live.

Arthur Power founded Farmington in 1824. Like many Oakland County pioneers, he hailed from the state of New York. Power was a Quaker, as were the settlers who joined him, and the town was first known as Quakertown. In 1826, the name Farmington was officially chosen because it was the name of Power's hometown, Farmington, New York. In 1976, the National Register of Historic Places declared part of the city a historic district.

The City of Farmington is 2.7 square miles. As of 2018, the city population was 10,590, with 4,624 households and 2,735 families residing in the city. The historic neighborhoods have architectural integrity and charm, and are walkable, safe and friendly. The downtown business district, theater, public library, city hall, parks, restaurants, shopping, and museums are all connected with the residential neighborhoods, and are within walking distance.

The median income for a household in the city was \$56,442, and the median income for a family was \$67,407. The per capita income for the city was \$36,281. About 2.6% of families and 4.4% of the population were below the poverty line, including 5.5% of those under age 18, and 7.6% of those age 65 or over. The racial makeup of the city was 71.5% White, 11.5% African American, 12% Asian, and 5% from other races. The average household size was 2.22 persons, and the average family size was 2.92.

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

Over the years, the Farmington Public Safety Department has earned a solid reputation for providing outstanding professional police and fire service to the City of Farmington. The Farmington Public Safety Department embraces a partnership of community-based

services focused on neighborhoods, youth, and business owners. The men and women of the department remain committed to serve and protect.

Director Theodore Warthman 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 part-time administrative assistant, 1 part-time parking enforcement officer, 6 cadets, and 15 additional reserve firefighters.

The Farmington Public Safety Department is divided into two divisions, Patrol and Special Operations. The Patrol Division is responsible to respond to calls for service, as well as, community policing, field training, and jail management. The Special Operations Division is responsible for investigations, evidence, school resource officer and narcotics enforcement.

The Fire Marshal coordinates fire and emergency medical services to the community, as well as monthly firefighting and medical training. Each member of the department is trained as firefighters and medical first responders.

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 such as taking calls for non-emergency services and other citizen inquiries. The cadets also monitor individuals housed in the department's Temporary Holding Facility.

The Farmington Public Safety Department 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.

3. CEO Biography

Director Theodore Warthman is the agency's Chief Executive Officer (CEO). He began his career with the Farmington Public Safety Department in the summer of 1995, as a reserve public safety officer. He was then hired full-time as a public safety officer in May 1997. He served as a public safety officer until 2001, at which time he was promoted to the rank of Sergeant. In 2002, he was promoted to the position of sergeant/fire marshal and remained in that position until he was promoted to the rank of Commander in 2007. In 2015, he was promoted to the rank of Deputy Director. In January 2021, he was promoted to the rank of Director of Public Safety.

Special assignments held by Director Warthman during his time with the department include fire instructor, fire inspector, HAZMAT technician assigned to the Oakland County Hazardous Materials Team, field training officer (FTO), and defensive tactics instructor.

In addition to his many contributions to the department, Director Warthman has also made significant administrative contributions. 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, Warthman 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 Warthman graduated from Eastern Michigan University in 1997, where he earned a Bachelor's degree in Criminal Justice. He then attended the Wayne County Police Academy. He successfully completed the Eastern Michigan University School of Staff and Command in 2012, and he holds a Master's degree in Public Administration from Eastern Michigan University.

Director Warthman 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. Director Warthman has also served as an adjunct criminal justice professor with Ferris State University since 2014.

4. Accreditation Managers Profiles

Commander Andrew Morché joined the Farmington Public Safety Department in August 2005, he has served as a public safety officer, detective, sergeant, and commander. He is a patrol supervisor, a member of the Honor Guard, a field training officer, an emergency vehicle operations instructor, and 2013 Officer of the Year. Commander Morché is an instructor for Schoolcraft College Public Safety Education Department. He is currently a member of the U.S. Army Reserve and has served since November 2001. Commander Morché earned his Associates of Applied Science from Schoolcraft College, his Bachelors of Science from Ferris State University, and Masters of Arts in Management and Leadership from Webster University. He is a graduate of the Wayne County Regional Police Training Academy, Schoolcraft College Fire Academy, and Eastern Michigan University School of Police Staff and Command.

Sergeant Matthew Miracle has served with the Farmington Public Safety Department for seven years. Since joining the department, he has served in the following capacities: public safety officer, detective, field training officer, accident investigator, Honor Guard, and CPR instructor. In 2018, he was recognized as Officer of the Year. Prior to serving with the Farmington Public Safety Department, Sergeant Miracle spent two years with the Oak Park Public Safety Department, three years with the Romulus Police Department, as well as, 12 years (part-time) with the Romulus Fire Department. Sergeant Miracle is a veteran of the US Navy where he served 5 years active duty as the Leading Petty Officer of the Aircraft Rescue Crew onboard the aircraft carrier U.S.S. John F. Kennedy. Sergeant Miracle also served an additional two years in the Navy Reserve where he was recalled back to active duty for Operation Noble Eagle/Enduring Freedom. Sergeant Miracle is also an on-call instructor with the Wayne County Regional Police Training Academy and Schoolcraft Fire Academy.

Sergeant Shane Wash started his law enforcement career in 1996 with the Wayne County Sheriff's Office. After spending nine years at other area departments, he was hired by the Farmington Public Safety Department in 2005. Sergeant Wash has served

as a patrol officer, detective, field training officer, and currently as a sergeant in patrol. Sergeant Wash is a faculty member at Schoolcraft College where he teaches Criminal Justice, Fire Technology and Homeland Security courses. He is the current lead Emergency Vehicle Operations (EVO) instructor teaching several law enforcement agencies in precision driving and high performance driving. Sergeant Wash earned his Bachelors of Science in Criminology from Eastern Michigan University, and a Master's of Arts in Business and Organizational Security Management from Webster University.

5. Future Issues

The agency will be experiencing several retirements and promotions over the next year. The succession plan is in place and staff appear ready for advancement. Director Warthman was promoted to director in January and he is ready to have more staff advance. In the coming months several promotions will be made, including a new deputy director, new commanders, a new detective, a new fire marshal, and several sergeants will all be promoted during the next accreditation cycle.

Director Warthman stated the agency is experiencing difficulties in finding qualified minority candidates for employment since the department is public safety. In his experience, most candidates do not have a desire to perform fire, medical and police services. Director Warthman said that 50% of the current staff were hired from on-call fire departments, individuals who decided to become police officers. The agency has had little success recruiting police officers.

The agency has employees who are faculty members at several regional academies, however, recruiting is still difficult. The agency always attends the local National Organization of Black Law Enforcement Executives (NOBLE) job fair, but candidates seem to choose other agencies.

Staffing of investigations is difficult with only one detective. It would be helpful to have two detectives assigned to follow-up investigations to balance the caseload. One serious high profile investigation can overwhelm the investigative resources of the department.

The agency has outgrown the space provided by the City of Farmington. Personnel are housed in a portion of city hall with shared lobby space to other city departments. The employee locker room is small and inadequate; there is not enough office space. Employees work in cramped surroundings. Despite the environment, all public safety personnel were professional, accommodating, and respectful, making the space functional. When financial resources become available, it would be beneficial for the City of Farmington to study the feasibility of new space for the department to include:

- Pull through barn for fire apparatus
- On site evidence room, training room, and fitness facility
- Improved locker rooms
- More offices and work stations
- Secured holding facility garage

- Secured area between holding facility and interview rooms
- Soft meeting room for sensitive interviews
- Secured parking

Because of COVID-19, the City of Farmington saw a reduction of revenue. One public safety officer position was eliminated. Director Warthman is hopeful the position will be reinstated in Fiscal Year 22/23.

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, June 17, 2021, from 9:00 A.M. to 11:00 A.M. The telephone line was tested, found to be functional, and five calls were received.

Thomas Shelton – Principal, Farmington High School (248) 514-2945

Mr. Shelton is the principal of the local high school. He said the Farmington Public Safety Department is a great partner and cooperates fully with the school system. Principal Shelton works closely with Director Warthman and the assigned school resource officer. The agency is very responsive to school needs. Recently, a student had posted concerning images on a social media site. The school worked closely with the Farmington Public Safety Department to immediately resolve the issue in a professional and non-confrontational manner.

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

Sean Beacome – Former Fire Reserve (734) 674-9445

Mr. Beacome is a former reserve firefighter for Farmington Public Safety Department. The only reason he left the City of Farmington was for full-time employment in a neighboring community. He would recommend the Farmington Public Safety Department to anyone interested in becoming a public safety officer.

While being a reserve firefighter for Farmington, Mr. Beacome always felt like a career firefighter. Farmington allowed him to take a leadership role as a part-time employee. He said the Farmington Public Safety Department was a great place to work.

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

Dan Graham, Resident, (248) 514-5948

Mr. Graham has lived in the city since 1977. He has always been pleased with the quality of city services and stated that at the top of the list of services available is the police department. He stated that the police department is always attentive to the community, which he believes contributes to the quality of life and low crime rate in the city. He commented that the department has high visibility and that he always sees police cars driving around the city on patrol. He is impressed with the quick response time of the department, remarking “when you call the police, you better be ready because they show up in about 2 minutes with 2 or 3 officers.”

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

Carlos Banks, Resident, (313) 399-2423

Mr. Banks has lived in the community for over 15 years and is a law enforcement officer with a county sheriff’s office in Metro Detroit. He indicated that when he and his wife were looking for a place to live, they came to Farmington due to its low crime rate and reputation as a safe city. He advised that they have enjoyed the peace and quiet and community overall during their time residing in Farmington. He described his encounters with the officers as “friendly,” remarking that he often sees them in the downtown district doing patrols. He indicated that he has never had any concerns in the encounters he has witnessed between department and community members, stating that the officers “always seem to treat people right.” Mr. Banks stated that the department is not very diverse and he would like to see increased diversity among the agency members, but noted that aside from this, he has no concerns or negative remarks regarding the department or its members.

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

Adam Samaan, Resident, (734) 748-3720

Mr. Samaan has resided in the community for 4 years. He has had to call the department for minor issues over those years and indicated that officers always respond rapidly within 3 to 4 minutes, at most. Mr. Samaan recalled a time that his children were playing outside of his residence and an officer stopped to interact with the children unprompted. The officer provided the children with a tour of the police vehicle, told jokes and answered questions posed to him by the children, greatly impressing Mr. Samaan. Mr. Samaan indicated that he has always felt very safe in the community. He said his interactions with the department and its members have always been very positive commenting that everyone is always professional, friendly and never intimidating.

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

2. Correspondence

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

3. Media Interest

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

4. Community Outreach Contacts

Sara Bowman – Mayor of Farmington, (248) 474-5500 ext.2221

Mayor Bowman was very complimentary of the department and the accreditation process. She did not realize how much work was involved and she appreciated the accreditation team's efforts. She said the public safety department was excellent before accreditation, but now the department is even better. The small details are being addressed professionally.

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

David Murphy – Farmington City Manager, (248) 474-5500 ext.2222

Mr. Murphy stated that he is very proud of the Farmington Public Safety Department. He said it is the best department that he has had the pleasure to serve with during his career. Mr. Murphy has been a city manager for five different communities during his professional career as a manager.

Mr. Murphy said the accreditation process was an excellent experience. It brought the whole department together and there was complete buy-in with the accreditation process. He said, "I thought we had a great department, but accreditation brought the agency's level of professionalism even higher."

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

Mary Mullison – Farmington City Clerk/Human Resources Director

Ms. Mullison has been City Clerk/Human Resources Director for three years and was Deputy Clerk for three years prior. Her office works with the police department in a variety of different manners, ranging from Freedom of Information Act requests to parks and special events coordination. The department also assists in local elections transporting equipment to and from the county. Ms. Mullison advised she is very pleased with the relationship between her office and the police department. She indicated that members of the department are always responsive when requests are made by her office, that department members always have a positive attitude, and are willing to help as needed. She specifically highlighted the responsiveness and excellent communication of the Records Supervisor, as her office collaborates with her frequently on FOIA requests and other records related inquiries. Ms. Mullison remarked that the transition in administration from Retired Director Demers to Director Warthman was "near seamless," and that she has no concerns regarding the department or its direction.

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

Chris Weber – Farmington City Treasure/Director of Finance and Administration

Mr. Weber has been Director of Finance and Administration for the City of Farmington for 15 years and principally works with the department as part of the budgeting process. He described Director Warthman and his staff as being very well organized, timely and detailed in their budgeting. His office works collaboratively with the department on grants and indicated that their paperwork and documentation is always well maintained. He advised the department is very responsive to requests from his office and will provide follow-up on budget reports in a timely manner. The only significant fiscal challenges he sees in the department's future is the need to replace fire apparatus at the end of its service life, but added that the department does a good job maintaining their equipment. Overall, he feels the department and municipal government have a good relationship and work well together.

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

5. Agency Ride-along

On June 16, 2021, Assessor Reinke conducted an agency ride-along with Detective William Wood. Detective Wood gave a comprehensive tour of the community highlighting the different neighborhoods and districts within the jurisdiction, as well as the jurisdiction's geographic boundaries and features of the community. He went to several key locations in the city, including city borders, prominent neighborhoods, businesses, and housing complexes. Detective Wood highlighted the agency's Apartment Watch program, which requires officers to make dedicated foot patrols of apartment complexes in the community with the goal of community engagement and crime prevention. He also highlighted the agency's Blue Card program in which officers are encouraged to identify conditions that may leave citizens at risk of theft or crime victimization, remedy the issue, and leave a card educating the citizens on ways to protect themselves and prevent crime. Detective Wood identified that the community has a large and seemingly growing South Asian community and that the department has utilized an organization called MAI Family Services to deliver culturally competent domestic violence intervention and victim's services to that population.

During the ride-along, Detective Wood advised that the department hosts an informational booth, typically staffed by a public safety officer and a fire reserve, at the city's farmer's market allowing increased community engagement, as well as recruitment opportunities for the department. Detective Wood demonstrated a superior knowledge of the community and was polite and professional.

One citizen contact was made during the ride-along where he provided directions to a lost citizen. He was professional during the contact. Detective Wood seemed attached to the community and expressed that he appreciates the emphasis the department places on engaging in proactive citizen interactions.

6. Community Involvement

The Farmington Public Safety Department embraces the strong connection it has with the community, understanding that the most important thing for a public safety department is to have the public's trust. The department works hard to maintain that trust through a series of community policing initiatives. While 2020 was a unique year due to the pandemic, the Farmington Public Safety Department was able to serve the community in several ways, including responding to over 35 requests from Farmington residents for events such as birthdays, graduations, anniversaries, and promotions at work.

Each year the department solicits donations to fund its smoke detector give-away program. This year, the State of Michigan Fire Marshal's Office provided smoke detectors to the department. Department members then respond to requests for smoke detectors from citizens and install the smoke detectors for the residents. It was a great way to connect with the community and at the same time get the message out about fire safety.

The agency deploys bike patrols to different areas of the city, and a bike officer can routinely be found at the Farmers Market each Saturday at Riley Park and Sundquist Pavilion in downtown Farmington. The bike officer not only provides a sense of security to the market, but they also provide a smiling face and the ability for citizens to ask questions about the department or the city.

The agency utilizes an "Apartment Watch" program to encourage crime prevention and engagement with the community in the city's multi-family apartment complexes. Through this program, officers are expected, on a daily basis, to conduct foot patrols of the apartment complexes, interact with the residents and monitor for ways to reduce or prevent crime.

The department also offers a "Blue Card" initiative where officers, while patrolling the community, monitor for situations or conditions that may leave residents at risk of becoming victims of crime. The officer corrects whatever the situation is and then leaves a "Blue Card" advising the resident of what hazardous conditions they observed, as well as general tips to prevent crime.

The agency maintains a presence and participates in numerous community events throughout the year. The department provides traffic control and participates in the annual Founders Festival, Memorial Day and holiday parades. The agency also participates and helps coordinate an annual "Crop Walk" where over 300 hundred participants raise money for those in need. During the New Year's holiday, the department partners with Mothers Against Drunk Driving for Operation Safe Ride to provide safe transportation home for individuals who consume excess alcohol.

The department provides a variety of public education opportunities for local schools, community groups and residents on a variety of topics including: bicycle safety, substance abuse, relationship violence, fire safety, first aid, CPR, as well as tours of the department. As a public safety agency, the agency is committed to both crime and fire prevention. They currently offer free smoke detectors to community residents who may

not have the means or mobility to obtain and install them, with the goal of reducing fire related deaths, injuries and property damage.

The Farmington Public Safety Department maintains a School Resource Officer program with the Farmington Public School District. This officer is primarily assigned to Farmington High School, but also works with two schools located within the jurisdiction, the Longacre Elementary School and Our Lady of Sorrows School.

Due to the COVID-19 pandemic, the department had to restrict or suspend much of their community programming in 2020. The department conducted special event drive-bys during the pandemic, driving police and fire vehicles past residences to help community members celebrate birthdays, anniversaries, work promotions or other special events in order to continue community outreach while pandemic restrictions were in effect.

F. Essential Services:

Chapter 1 – The Administrative Function:

Direction of Personnel

The Director of Public Safety has the authority to issue, modify, repeal, amend, revise, 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.

The mission of the Farmington Public Safety Department is to enhance the quality of life, safety and security of the community with professional services that value and respect the civil rights of people.

Fiscal Control

The agency has two cash accounts: bond and preliminary breath test (PBT) services, as well as, petty cash. The Director of Public Safety maintains the petty cash account. The Records Supervisor maintains the PBT and bond fund accounts. The Records Supervisor maintains the bond and PBT reporting. 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. Quarterly review of the cash accounts are conducted by staff not normally assigned to fiscal control.

Internal Affairs

Internal Affairs is the responsibility of the Office of the Director of Public Safety. The Deputy Director is responsible for the direction and control of the investigation of citizen complaints. 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. The

Director makes final determinations of all internal complaint investigations. All internal investigation files are properly secured with limited access.

The Director may immediately suspend an employee pending investigation and disposition in matters where any complaint or charge against any employee under such circumstances, if the facts alleged to be true, the employee would be guilty of the commission of a crime or offense under State or Federal law.

During the assessment period, 10 personnel complaints were received and investigated. Three complaints were sustained which resulted in employee counseling, five complaints were unfounded and two complaints were dismissed. 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. The agency 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.

The agency is well disciplined. The department has a healthy culture of community service first. Officers seem to follow the rules and are respected in the community.

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, the City of Farmington Code of Ordinances, and the rules and regulations of the Farmington Public Safety Department. All agency 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 15 paid on-call fire reserves that operate as firefighters. A deputy director and four commanders support the Director.

The Farmington Public Safety Department is divided into two divisions, Patrol and Special Operations. The patrol division has three commanders and five sergeants who oversee patrol operations on 12-hour shifts. The Special Operations Division is responsible for investigations, evidence, school resource officer and narcotics suppression. 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.

Agency Equipment and Property

It is the responsibility of the employee to maintain all law enforcement-related equipment in an operational state and report any malfunctions, damage, or loss of equipment immediately to their supervisor. The wearing of body armor is mandatory for all sworn personnel and there are additional requirements to wear body armor while engaged in pre-planned and high-risk operations. All sworn personnel are responsible for the maintenance of agency-issued equipment.

Public Information

The Director of Public Safety or designee directs the preparation and approval of all media releases. Although it is the primary responsibility of the Public Safety Director or Deputy Director to interact with the media, other members of the department are encouraged to assist members of the media whenever the Director, Deputy Director or the assigned designee are not present.

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. Juvenile records are kept separate, and there are extra security measures for non-public records. All Freedom of Information requests are handled by the Records Supervisor and the Director of Public Safety. 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's training plan complies with standards. 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 a field training

program. Field training officers are properly selected and trained. Newly promoted personnel receive training consistent with new responsibilities and tasks.

Annual training follows a calendar year (January 1 - December 31). All sworn personnel receive annual training in firearms, deadly force decision-making, use of force, non-deadly force decision making, including less lethal weapons and weaponless control tactics. Also included in annual training is legal updates, domestic violence, blood borne pathogens and hazardous materials (HAZMAT) for first responders.

Ethics training was last completed in January 2018. The agency had not completed the triennial ethics training prior to the accreditation team's arrival for the onsite. During the onsite, the agency sent all employees a communication directing staff to: review the ethics policy, review a new bias-based influence policing policy, two articles on ethical conduct and sign completion of training by June 28, 2021.

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.

Performance Evaluations

All department personnel receive documented 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.

Since the last onsite assessment, several individuals have been considered for promotion because of recent retirements. Within the next several weeks, many Farmington Public Safety Department personnel will be promoted based on the succession plan outlined in the past assessment report, demonstrating the agency's commitment to career development.

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. The goal of the department's recruitment plan is to increase sworn representation that reasonably reflects the demographics of the City of Farmington. To achieve this goal, the agency seeks to hire the most qualified individuals regardless of religion, race, national origin, age, gender, sexual preference or any other legally protected class through a comprehensive pre-employment selection process.

The agency actively recruits through local police academies as well as utilizing the websites to post open positions in an effort to broaden the range of qualified candidates who apply for each open position

The department has a desire to increase agency diversity; however, Farmington has been faced with the same statewide 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.

Future recruitment plans should include more goals and objectives, should list (in a detailed manner) the activities for achievement of the listed goals and objectives, and outline attempts to recruit, hire and promote the underrepresented.

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 or civilian volunteers.

Chapter 3 – The Operations Function:

Arrest, Search and Seizure

The Farmington Public Safety Department 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.

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 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 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 on-duty officer in charge under the authority of the Director. The strip search must be conducted by a 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. There were no strip searches or body cavity searches during this accreditation cycle.

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 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. 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 department began participating in the national use of force database via the Law Enforcement Enterprise Portal (LEEP) portal in 2019. There were no instance where an officer had to intervene, used less lethal force, and no deadly force situations during this assessment period.

Communications

The City of Farmington has contracted with the City of Farmington Hills to provide a Public Safety Access Point (PSAP) for all emergency calls for service, medical, fire and all after-hour calls for service. The PSAP also offers text-to-911 capabilities allowing members of the community to access the PSAP via text message when voice communication is not possible. The onsite team toured the communications facility located in Farmington Hills and spoke with Telecommunications Supervisor Jennifer Robertson regarding the Communications Center, policy and procedures. The Communications Center has a back-up generator onsite that will automatically engage, supplying power to the center to maintain operation. The generator goes through a weekly test. It is tested under full load at least once annually. The Communications Center is equipped with an Uninterruptible Power Supply (UPS) at each dispatch console, as well as in the basement of the building, which is designed to bridge the gap between the power outage and when the generator provides power. Should a critical failure render the PSAP unusable, the PSAP has radio interoperability with multiple neighboring jurisdictions and can transfer operations to those PSAPs if needed. Radio equipment is maintained by Oakland County CLEMIS and is due to be upgraded to a new system in late 2022, or early 2023.

The City of Farmington operates on the same two-way frequency as Farmington Hills. Farmington Public Safety maintains their own portable radios and backup generators at their Liberty Street location for phones and radio services. All recordings are retained by Farmington Hills Communications for four years in excess of retention requirements.

Field Activities

The Farmington Public Safety Department 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.

The agency demonstrated compliance with the standard regarding handling citizens suffering from mental illness. Training and referrals were documented showing tactics and custodial encounters.

The agency 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 use of force form is used in the process for a meaningful supervisory review concerning foot pursuits. The reviews are forwarded to the Deputy Director and Director for annual meaningful review.

Traffic Safety and Enforcement

The Farmington Public Safety 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 Farmington Public Safety Department 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 Public Safety Department 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 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 Public Safety Department 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 agency utilizes the Michigan State Police Crime Lab and Oakland County Sheriff's Office Crime Lab for evidence analysis. The department will also enlist the services of the Oakland County Sheriff's Office Crime Lab for processing major scenes or scenes requiring additional technical capabilities.

Storage of Evidence and Property

The Farmington Public Safety Department 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. 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 for storage of larger items.

The agency maintains a second, off-site location for long-term storage of property and evidence. The property room is located 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.

All time-sensitive inspections, audits and inventories were conducted including a property custodian change audit; 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. Due to staffing issues, the Farmington Public Safety officer assigned to the Oakland County Task Force surveillance and undercover operations was removed. 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 Public Safety Department has established procedures for missing adults and juveniles. 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 Public Safety 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.

The agency's Temporary Holding Facility is where arrestees and detainees are processed and lodged. The booking facility is secured, 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.

The Temporary Holding Facility 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. Weekly inspections of all areas of the jail are documented on an inspection log.

There is no secure garage attached to the holding facility. Having a secure garage and/or sally port would comply with best practices for the safety and security of officers and prisoners. In addition, there is no secure interview room for personnel to use for in-custody interrogations. In-custody prisoners are escorted through shared office space. The agency should consider building renovations to complete a more secure and safe environment.

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 two standards in applied discretion.

Standard 1.5.2 (b)

ISSUE: The agency had not completed the triennial ethics training prior to the accreditation team's arrival for the onsite.

AGENCY ACTION: During the onsite, the agency sent a communication to all employees directing staff to review the ethics policy, to review a new bias-based influence policing policy, and to review two articles on ethical conduct. Signed completion of training is due by June 28, 2021.

Standard 4.5.5 (b)

ISSUE: The written directive did not establish circumstances when to invoke immediate inter and intra-agency assistance.

AGENCY ACTION: The written directive was changed to include circumstances when to invoke immediate inter and intra-agency assistance.

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 Officers and Civilian Volunteers
Standard 3.5.9 Police Canines
Standard 4.5.3 Using Confidential Sources

I. Standards Noncompliance Discussion:

The department had no standards in noncompliance.

J. Future Performance/Review Issues:

Future reviews of employee collisions, employee injuries and employee exposures should be more formal, and should contain recommendations to implement findings of the administrative investigation including any recommended policy changes, training, equipment enhancements, and any corrective action of employee conduct, even if there are no at-fault crashes or occupational injuries.

Future recruitment plans should include more goals and objectives, should list (in a detailed manner) the activities for achievement of the listed goals and objectives, and outline attempts to recruit, hire and promote the underrepresented.

Future meaningful reviews should be more comprehensive during the next assessment period. Meaningful reviews should include whether policy, training, equipment, or disciplinary issues need to be addressed.

Physical plant improvements are recommended, including the construction of a secure sally port or garage to the holding facility, a secure interview room for in-custody interrogations, larger locker rooms, secured parking, on-site property and evidence room, and pull through garage for fire apparatus.

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.

Daniel J. Mills, Team Leader
Date: June 21, 2021

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



Neal Rossow, Program Director
Date: June 21, 2021