
PORTAGE DEPARTMENT OF PUBLIC SAFETY



ANNUAL REPORT

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MESSAGE FROM THE DIRECTOR



Director White joined the Portage Police Department in October of 1995 as the Chief of Police. Prior to this, he had 25 years of experience in the State of Florida. He served in a number of different assignments with the Clearwater, Florida Police Department and for five years as the Chief of Police with the City of Dunedin, Florida.

Director White has a Master's Degree in Business Administration, a Bachelor's Degree in Criminal Justice and an Associate's Degree in Police Administration. He is a graduate of the Senior Management Institute for Police.

On July 1, 2011, the administration of the Portage Police Department was merged with the Portage Fire Department to form the Portage Department of Public Safety. Operationally, each department, Police and Fire, maintain their separate identities. Police officers will not be performing duties previously done by firefighters and vice versa. However, both departments are led by a Public Safety Director who serves as both the Police Chief and Fire Chief.

This Portage Public Safety Annual Report has been developed to provide information regarding the activities, personnel, philosophy, and operations of this department.

The Portage Department of Public Safety is responsible for the delivery of public safety services to a city encompassing nearly 35 square miles and housing a night time population of over 45,000 people. Due to the large number of service-oriented businesses located in the city and the number of commercial operations, the daytime population is much greater.

Public Safety Administration is located in two adjacent buildings with Police at 7810 Shaver Road and Fire at 7830 Shaver Road. Police operations are solely operated from the Shaver Road address. Fire operations are run from the Shaver Road location, which is Station #1. Station #2 is located at 6101 Oakland Drive, and Station #3 is located at 8503 Sprinkle Road.

Employees of the City of Portage are committed to delivering superior customer service. Members of the Department of Public Safety are no exception as they strive to ensure the needs of our citizens, business-owners, and visitors are met in a consistent manner unsurpassed in professionalism, politeness, and promptness.

Fire Division services include fire suppression, hazardous materials response, emergency medical and technical rescue, fire prevention, business and multi-family residence inspections, commercial site and building plan reviews. The Fire Division also provides a variety of public education programs, station house tours, and presentations for schools as well as community groups.

The Police Division is a full-service law enforcement agency that provides a variety of law enforcement services. Patrol is provided seven days a week, 24 hours a day. Patrols are accomplished via marked and unmarked vehicles, bicycle, and foot, when appropriate.

The Police Division is one of a handful of police agencies in the State of Michigan that has achieved accredited status. This process requires that law enforcement agencies comply with almost 500 individual standards that represent the best practices in law enforcement. Every three years, a team of specially trained assessors from the Commission on Accreditation for Law Enforcement Agencies (CALEA) visits our department to ensure that we are in compliance with these standards. The Portage Department of Public Safety Police Division was last reviewed in December of 2011 and was awarded reaccredited status in March of 2012.

One of the ways we measure success at achieving our goals of providing the highest level of public safety services is by surveying our customers. Each public safety building provides a mail-in survey to each visitor. The Police Division also mails surveys to a segment of the people we come into contact with, including victims of crimes, traffic violators, and arrestees. Consistently, the Department of Public Safety is rated as excellent or good.

In closing, the Portage Department of Public Safety is one of the finest organizations in the country thanks to the support we receive from our elected officials, the City of Portage management team, and the dedicated men and women who comprise the Portage Department of Public Safety.



Richard J. White
Public Safety Director



MISSION STATEMENT

The Portage Police Division is committed to providing all people within our jurisdiction quality police service. This service will be provided with respect, fairness and compassion, guided by Constitutional guarantees, so that no group or individual is the recipient of undue or unjust enforcement. With community service as our foundation, we are directed to enhance the quality of life, investigate problems as well as criminal incidents, seek solutions, and foster a sense of security in our community to fulfill our mission.

The Portage Police Division is dedicated to providing a quality work environment and the development of its members through effective training and leadership.

OUR VALUES

As members of the Portage Police Division, we value:

- Respect and dignity for all human life.
- Reverence for the fundamental freedoms safeguarded by the Constitution of the United States.
- Honesty and integrity through ethical behavior.
- Appreciation for diversity among the members of our community.
- We are accountable to ourselves and the community while providing services with courtesy, compassion, and empathy.

OUR GOALS

In order to fulfill our mission, we have adopted and will pursue the following goals:

- The protection of life and property.
- The prevention and suppression of crime.
- The detection, identification and apprehension of criminals.
- The safe and accident-free flow of pedestrian, bicycle and vehicular traffic.
- To nurture public trust and confidence by holding ourselves to the highest standards of performance and ethics.

CODE OF ETHICS



Each member of the Portage Police Division has signed a pledge to abide by a code of ethics. The Code of Ethics for a sworn officer is shown below.

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my Division. Whatever I see or hear of a confidential nature that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession -- law enforcement.

As a Portage Police Officer, I accept this code and agree to abide by it in my daily life as a professional police officer.

POLICE DIVISION HISTORY

December 31, 1963	<i>City of Portage Chartered</i>
August 1964	<i>Richard Wilde Hired as First Police Chief</i>
1966	<i>Reserve Police Unit Established</i>
August 1967	<i>David Sharp Promoted to Police Chief</i>
January 1970	<i>Youth Section Established</i>
September 1970	<i>Department Assumes School Crossing Guard Responsibilities</i>
January 21, 1971	<i>Department Moved to Present Police/Court Building</i>
March 31, 1975	<i>George E. VonBehren Hired as Police Chief</i>
1977	<i>City Emergency Preparedness Plan Developed by Police Department</i>
September 1979	<i>Police/Fire Central Dispatch Established</i>
1985	<i>Michigan Association of Chiefs of Police Traffic Safety Award</i>
1985	<i>Department Computerizes Records</i>
September 1988	<i>Police/School Liaison Program Instituted</i>
November 1988	<i>Volunteer Parking Enforcement Program Implemented</i>
October 1989	<i>D.A.R.E. Program Instituted</i>
March 1990	<i>Old City Hall Remodeled and Field Operations Relocated</i>
1995	<i>Michigan Association of Chiefs of Police Traffic Safety Award</i>
November 6, 1995	<i>Richard J. White Hired as Police Chief</i>
September 1996	<i>Crime Prevention Program Instituted</i>
1998	<i>Police Computers are Upgraded to a PC Network</i>
1998	<i>Police Citizens Academy Implemented</i>
Summer 1999	<i>Formal Application Made to Become C.A.L.E.A. Accredited</i>
1999	<i>Kalamazoo County District Courts Consolidated</i>

...CONTINUED

January 2001	<i>D.A.R.E. Program Transferred to Sheriff's Department</i>
October 2001	<i>State of Michigan Law Enforcement Information Network (LEIN) Certificate of Excellence</i>
July 2003	<i>C.A.L.E.A. Certification Received</i>
April 2004-2005	<i>Remodel of the Annex and Headquarters Building</i>
March 2006	<i>Received C.A.L.E.A. Reaccreditation</i>
October 2007	<i>Implemented Electronic Citations</i>
August 2008	<i>Implemented Digital Mobile Video Recording</i>
October 2008	<i>Bicycle Patrol Implemented</i>
November 2008	<i>Implemented Electronic Accidents</i>
March 2009	<i>Received C.A.L.E.A. Reaccreditation</i>
January 1, 2011	<i>Prisoner Holding Facility Closed</i>
February 2011	<i>Records Department Upgraded to a Digital Dictation System</i>
July 7, 2011	<i>Police and Fire Departments Consolidated into Public Safety</i>
March 2012	<i>Received C.A.L.E.A. Reaccreditation</i>

2012 POLICE DIVISION PROFILE

The Police Division is responsible for patrolling 34.5 square miles. This consists of over 211.96 miles of roadway, including 10.83 miles of expressway.

The Police Division has 69 full-time employees, 8 part-time employees, 8 volunteer reserve officers, and 14 crossing guards.

The Police Division is authorized a total of 55 sworn officers.

The average age of a sworn Portage Police Officer is 39 years, with an average seniority with the Department of 12 years.

The average education for officers is 16 years (Bachelor's Degree level). Collectively, the officers received 27 Associate's Degrees, 30 Bachelor's Degrees, and five Master's Degrees.

The Police Division responded to 21,508 calls for service in 2012.

The Police Division investigated 1,751 Part 1 and 4,132 Part 2 crimes.

The most frequently occurring crimes in Portage in 2012 were Violation of Court Orders (894), Larceny (772), Retail Fraud (669), Assaults (493), and Disorderly/Public Peace (482),

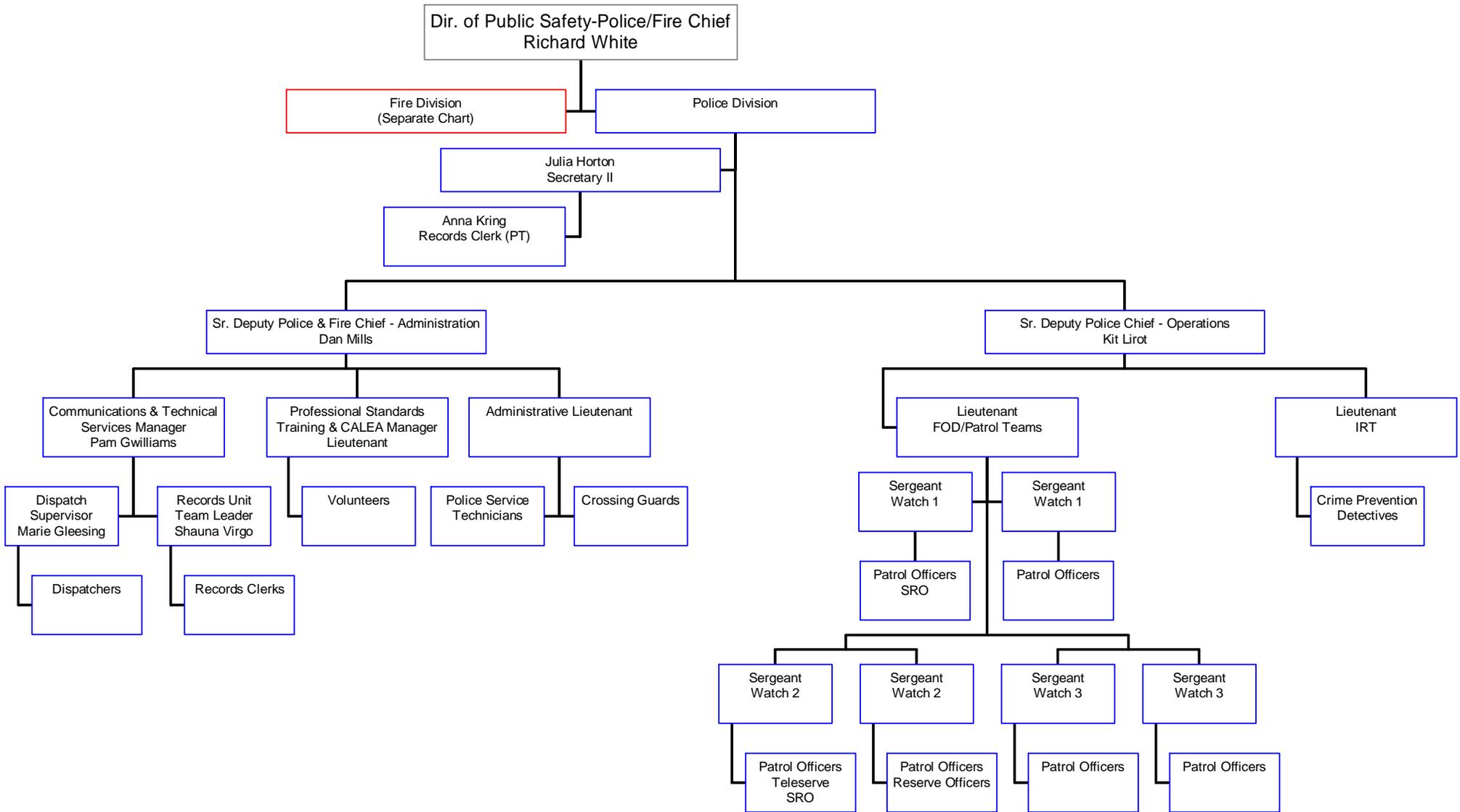
Officers arrested 3,173 adults on 3,496 charges and 355 juveniles on 377 charges in 2012.

The Department handles dispatching, communications, and records for both the Police and Fire Divisions.

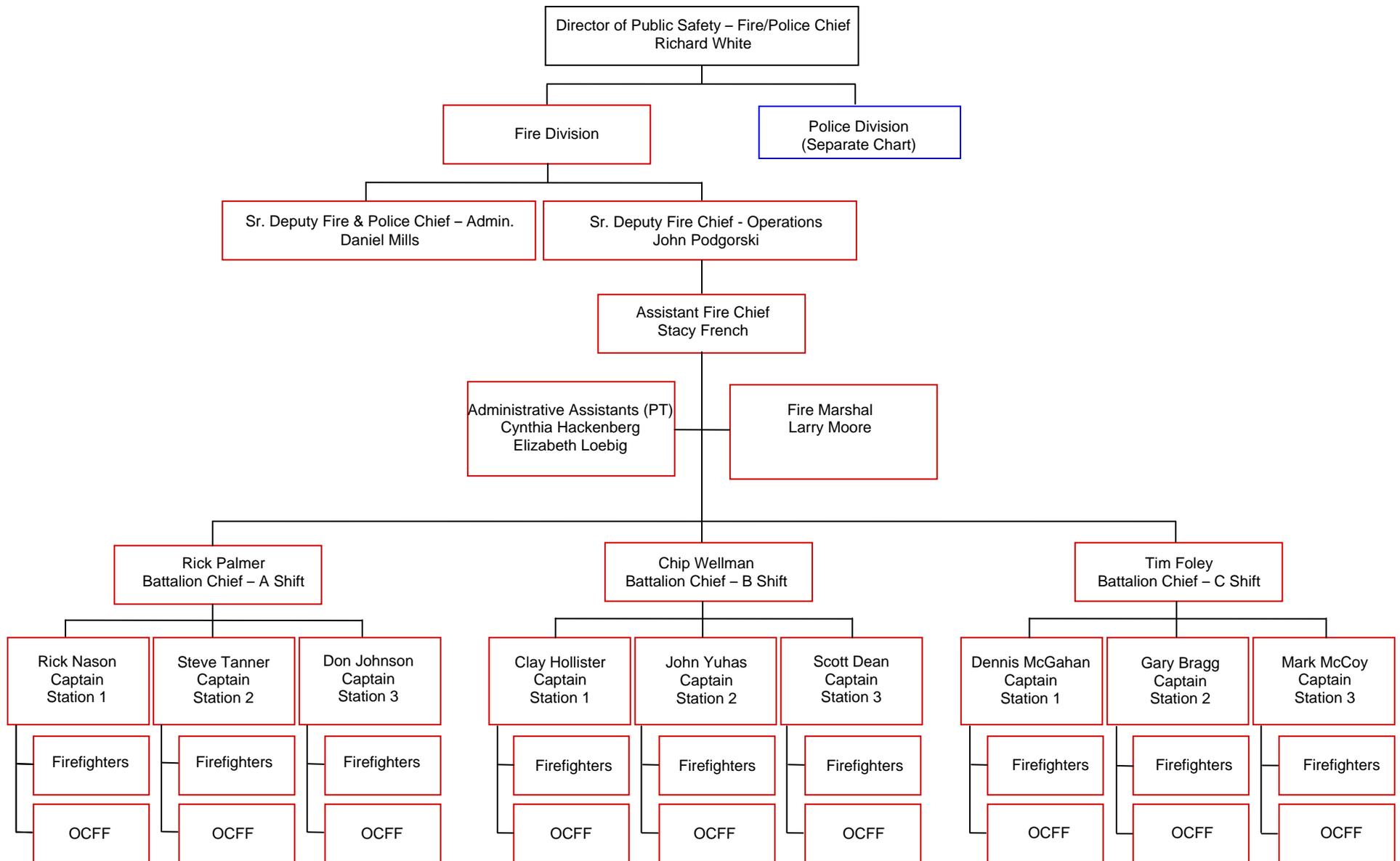
The Police/Fire Central Dispatch Center consists of nine full-time and two part-time dispatchers. Central Dispatch handled 21,508 police calls for service, 3,416 fire calls for service, and 21,740 other miscellaneous dispatches in 2012. The Center also handled 27,630 Emergency 9-1-1 calls.

Portage Department of Public Safety

Police Division Organizational Chart



Fire Division Organizational Chart



OFFICE OF THE DIRECTOR



The administrative function of the department is responsible for the management of all aspects of departmental activity. Responsibilities include community relations, budget preparation, resource allocation, purchasing, labor relations, research and development, planning, and City emergency preparedness. The administrative function is headed by the Public Safety Director, and assisted by an administrative assistant and a part-time records clerk.

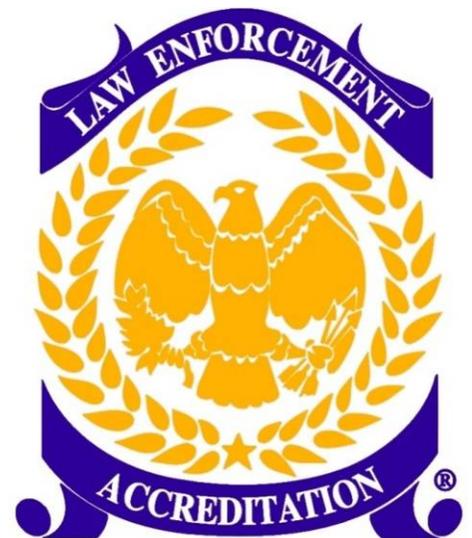
OFFICE OF PROFESSIONAL STANDARDS

The Professional Standards Unit is commanded by Lieutenant Joseph McDonnell. The responsibilities of this unit include: internal affairs investigations, accreditation, and inspections.

Portage Department of Public Safety accepts and investigates all complaints, internal or external, made against any agency employee or policy. Minor complaints are most often referred back to the supervisor of the employee involved. The supervisor investigates the complaint and documents the findings, which are then referred back to the Office of the Director of Public Safety. More serious complaints may be assigned to the Professional Standards Unit for investigation.

Professional standards of our agency are also maintained by conducting both physical and staff inspections. Physical inspections ensure that department policies and procedures are sufficient to provide guidance to all employees and that they are compliant.

The Professional Standards Unit commander also functions as the Department Accreditation Manager and Training Coordinator.



ANNUAL REVIEW OF INTERNAL AFFAIRS INVESTIGATIONS

Pursuant to CALEA Standard 52.1.5, the Portage Police Division completes and publishes an annual statistical summary of internal affairs investigations. Portage Police Policy 300-4 governs the internal affairs function and the processing of complaints made against employees. This policy requires that all complaints be accepted and investigated, including those that are made anonymously.

Complaints that are minor in nature, as spelled out by policy, are referred back to the immediate supervisor of the employee involved. The supervisor may conduct an informal or formal inquiry. Formal inquiries require taped statements and, if sustained, may lead to disciplinary action beyond counseling.

Complaints that are serious in nature, again as defined by policy, are assigned to the Deputy Police Chief of the division for which the employee is not assigned. For example, a serious complaint lodged against a patrol officer (Field Operations Division) would be assigned to the Deputy Police Chief-Administration. The Portage Police Division does not have a full-time internal affairs component.

DEFINITIONS:

Not Sustained/Unfounded - The alleged act could not be clearly proved or disproved.

Sustained - The allegation is sustained. The behavior does not conform to prevailing standards.

Policy Failure - Flaw in policy may have been a causative factor.

The following chart is a review of calendar years 2008, 2009, 2010, 2011 and 2012:

		2008	2009	2010	2011	2012
How Received	Internal	7	9	24	23	13
	External	2	11	13	11	12
How Processed	Supervisory Review	3	13	10	11	10
	Internal Affairs	6	7	27	23	15
Nature of Complaint	Rude/Unprofessional	1	7	4	4	2
	Insubordination	0	4	3	0	0
	Dispatch/Policy Violation	1	3	1	1	2
	Rules & Regulations/Policy Violation	2	5	21	24	17
	Inadequate/Improper Investigation	0	1	0	0	0
	Use of Force	0	0	6	0	2
	Other	5	0	2	5	2
Findings	Not Sustained/Unfounded	1	5	20	9	13
	Sustained	4	15	17	25	11
	Policy Failure	4	0	0	0	1

SENIOR DEPUTY POLICE AND FIRE CHIEF – ADMINISTRATION



Deputy Chief Daniel J. Mills is the Deputy Chief of Administration, which oversees Technical Services and Public Safety Communications, Records, Training, Professional Standards, Property and Evidence, Crossing Guards, Emergency Operations, Fleet Maintenance, and Public Safety Purchasing for both Police and Fire divisions.

Deputy Chief Mills was hired in September 2004 as the Deputy Police Chief of Operations for the Portage Police Department, after a decorated 18-year career with the Grand Rapids Police Department. Deputy Chief Mills also served as a public safety officer at Aquinas College and Hope College and spent time as a Western Michigan University Police Officer before joining the Grand Rapids Police in 1986. In 2009, he was assigned as Deputy Chief of Administration.

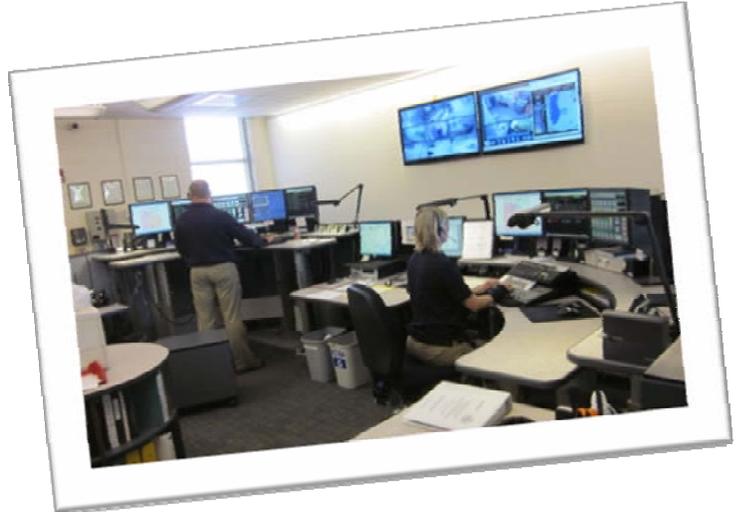
Deputy Chief Mills has a Bachelor of Arts Degree from Aquinas College. Over the course of his career, Deputy Chief Mills has had various assignments including patrol, criminal and civil investigations, supervised narcotics, vice, special operations, canine, civil forfeiture, and was Internal Affairs Commander and Administrative Lieutenant for the downtown and south service areas in the Grand Rapids Police Department before his appointment as Deputy Chief.

COMMUNICATIONS & TECHNICAL SERVICES

Pam Gwilliams, a 37-year veteran of the Police Division, is the Technical Services Manager. Her current assignments include managing the Police/Fire Communications Center and Records Section, and planning and implementing police division technology. She also acts as a LEIN Terminal Agency Coordinator (TAC), and serves as a representative on countywide agency technology consolidation projects.

POLICE/FIRE COMMUNICATIONS

In 2012, Marie Gleesing was promoted to a new Communications Supervisor position. Marie is a 16-year veteran of the Portage Police & Fire Communications Center. This position supervises nine full-time and two part-time dispatchers, and reports to the Technical Services Manager. The Portage Police and Fire Central Communications personnel average 9+ years of experience (from 1 year to over 15 years). Dispatchers are responsible for receiving police and fire emergency and non-emergency calls and dispatching the appropriate units. They also monitor bookings and process emergency calls for road and utility problems after normal hours. During 2012,



dispatchers handled 3,416 fire incidents and 21,508 police incidents, and processed 1,402 warrants and 21,740 other miscellaneous calls for service.

The Police/Fire Central Communications Center was completely remodeled and equipment upgraded as part of a facility upgrade in 2004/2005. The center features three console positions, which include five display monitors for each position, plus shared monitors for the security cameras, key access system, and emergency warning sirens.



The radio and telephone system includes Phase II wireless 9-1-1 capability, and is interfaced with the computer aided dispatch (CAD) system. The telephone system includes three 9-1-1 lines, with overflow capabilities going to the Kalamazoo County Sheriff's Department, and 12 non-emergency lines. Over 300 telephone numbers are programmed into the system to aid in efficiency when making outbound calls. The department security doors and intercoms are activated from the dispatch panels. All telephones and monitored radio frequencies are recorded digitally and maintained on hard-drive.

The 16 emergency outdoor warning sirens are activated via computer in the dispatch center, with a backup system that can be activated manually. Outdoor warning coverage extends throughout the entire city.

DEPARTMENT TECHNOLOGY

The computer network extends to over 40 desktop computers and 20 mobile computers. An extensive computerized CAD and records management system (RMS) is maintained on an AS/400 platform, with numerous interfaced modules, including:

- Identix Live Scan mug shots, which transmits both the photo image to the statewide database, as well as photos to our RMS. The “stand alone” feature submits fingerprints electronically to the State.
- Computerized Lineups
- LEIN/NCIC Interface with RMS
- Gun Registrations & Permits
- Property Room Bar Coding
- Bicycle Registrations
- Narcotics
- Data Analysis & Crime Mapping

Additional network applications include Pictometry, CTC Bridge & Talon (LEIN/NCIC access), as well as interfaces to statewide sex offender files and statewide mug shots.

The City of Portage enacted an ordinance in 2012 that requires all secondhand and pawn dealers in the city to submit their transactions electronically. An internet-based database was created for that purpose and allows all police agencies to query for stolen items that have been subsequently sold or pawned.

Mobile computers are installed in all marked patrol vehicles. The mobiles use both an 800 MHz frequency and wireless card capability to connect to various systems. The 800 MHz data frequency provides CAD access, which includes the ability to see the status of all in-service units, inquiry capability into the RMS database, display information for active and pending calls for service, and LEIN/NCIC capability. Coverage extends well beyond the city limits. Wireless card access provides full network capability, providing accessibility similar to that of a desktop user.

Computerized traffic tickets interfaced with the 8th District Court were implemented in 2007 as part of a countywide initiative. A small thermal printer is mounted in the front seat area, and an offender copy is printed in the vehicle. Electronic accident entry was implemented in 2008 as part of a statewide initiative, with an interface to the State.



The Police and Fire Divisions operate primarily on VHF frequencies, each having one primary and one tactical frequency. Central Communications can also communicate via VHF with the Portage Parks and Public Services Department as well as Kalamazoo County fire departments. County and statewide 800 MHz radio interoperability is achieved through the use of the ACU-1000, which is a computer/radio system that interfaces disparate frequencies.

RECORDS SECTION

POLICE RECORDS

The Portage Police Division Records Section is led by Records Unit Team Leader Shauna Virgo and is staffed with four full-time and four part-time records clerks. This section is responsible for data entry and storage of all police division records, processing Freedom of Information Act (FOIA) requests for both police and fire, and state reporting of crimes, arrests, and accidents. The department utilizes modern, fully integrated software modules that aid in retrieval of information for release or statistical purposes.



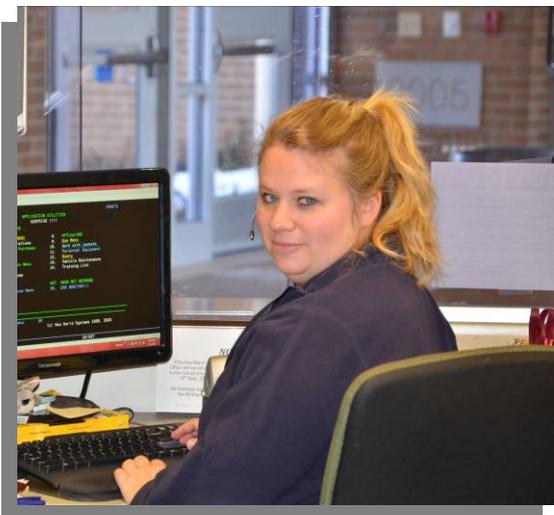
In 1995, the department was one of the first in the state to submit data electronically using the Michigan Incident Crime Reporting (MICR) replacement for the outdated Uniform Crime Reporting (UCR) program. This was done in conjunction with the implementation of computer-assisted reporting, in which case information, including narrative, is entered and maintained in the computer. Since implementation in 1995, over 325,000 typed documents have been entered into the system.

In early 2006, records personnel began scanning ancillary documents into the case file, and, as a result, an entire case can be viewed and/or printed from any computer in the police division, greatly decreasing the need for photocopying by records staff. Approximately 109,000 documents have been scanned since 2006.

2012

Records Staff Processed:

1,612	FOIA Requests
1,374	Accidents
11,166	Cases
3,492	Adult Arrests
377	Juvenile Arrests
1,000	Alarms



INFORMATION CENTER

The Portage Police Division Information Center is staffed during normal business hours by a Police Service Technician. Information Center personnel are responsible for handling non-emergency incoming telephone calls, scheduling fleet maintenance, issuing permits to purchase and registering handguns, and taking non-criminal fingerprints.

PROPERTY AND EVIDENCE

The Property and Evidence unit receives all evidence and property found by, turned in to, or collected by police personnel. The unit has a Property Custodian whose duties and responsibilities are to ensure and maintain the safe, secure storage of evidence and property.

Bar coding began in 2007 to aid in managing and auditing property in the property room. All property and evidence items submitted are also entered into a computer database, and case research is done so final disposition of property and evidence items can be determined. The unit works with several other agencies such as the state and area agency crime labs, where evidence items are sometimes transferred for further testing or analysis. One of the goals for this unit is timely reuniting property with their owners.

All property is maintained and released according to IAPE and CALEA standards. A complete evidence and property audit is conducted at least once a year. The property room is under 24/7 surveillance and has additional security for entry. During 2012, over 2,800 items were logged into property and evidence.



ADULT SCHOOL CROSSING GUARDS

As required by Michigan law, the selection, training, and assignment of Adult School Crossing Guards is the responsibility of the Police Division. Crossing guards are responsible for the safety of school age children commuting to school at designated street crossings.



CRIME STATISTICS

CRIME	2008	2009	2010	2011	2012	% Change 2011-2012	% Change 2008-2012
Part 1 Offenses							
Murder/Non-negligent Homicide	1	2	1	0	0	0%	-100%
Criminal Sexual Conduct	16	24	21	20	28	+40%	+75%
Robbery	23	24	14	13	15	+15%	-35%
Aggravated/Felonious Assault	43	71	63	45	37	-18%	-14%
Arson	11	4	11	6	7	+17%	-36%
Burglary	279	249	236	224	181	-19%	-35%
Larceny	1,142	1,028	891	816	772	-5%	-32%
Motor Vehicle Theft	63	54	46	30	42	+40%	-33%
Retail Fraud	509	661	685	620	669	+8%	+31%
Total Part 1	2,087	2,117	1,968	1,774	1,751	-1%	-16%
Part 2 Offenses							
Negligent Homicide	1	1	0	0	1	+100%	0%
Kidnapping	3	4	3	3	2	-33%	-33%
Stalking	24	31	35	24	32	-33%	-33%
Extortion	2	2	2	1	0	-100%	-100%
Forgery/Counterfeiting	54	40	42	23	30	-30%	-44%
Fraud	180	192	176	162	187	+15%	-4%
Embezzlement	37	31	35	37	32	-13%	-14%
Recovered Stolen Property	15	14	27	18	21	+17%	+40%
Malicious Damage to Property	439	409	369	305	265	+13%	-40%
Drug Offenses	190	266	260	262	401	+53%	+111%
Obscene Material	4	5	1	2	4	+100%	0%
Weapons Offenses	37	25	45	36	35	-3%	-5%
Retail Fraud (misc. categories)	14	13	16	11	10	-9%	-40%
Non-aggravated Assault	527	512	485	440	456	+4%	-13%
Illegal Entry	29	33	25	28	20	-29%	-31%
Bad Checks	39	34	26	32	19	-41%	-51%
Sex Offenses	42	45	35	39	30	-23%	-29%
Family Offenses	15	6	10	20	18	-10%	+20%
Liquor Violations	135	143	109	116	164	+41%	-21%
Hindering and Obstructing	62	65	53	88	92	+5%	+48%
Obstructing Justice	675	751	771	862	894	+4%	+32%
Disorderly/Public Peace	561	518	552	555	482	-13%	-14%
Hit & Run Accidents	222	225	229	220	208	-4%	-6%
Driving While Intoxicated	209	169	174	178	214	+20%	-2%
Trespassing	148	149	170	122	130	+7%	-12%
Runaway	76	80	72	67	67	0%	+12%
Other Part 2	324	316	304	263	318	+21%	-2%
Total Part 2	4,064	4,079	4,026	3,914	4,132	+6%	+2%
Grand Total Offenses	6,151	6,196	5,994	5,688	5,883	+4%	-4%

TRAINING & VOLUNTEER SERVICES

TRAINING

The Police Training division is coordinated by Lieutenant Joseph McDonnell, a 23-year veteran of the Portage Police Division. His duties include training coordination for the entire division and managing volunteer resources.

With the state of economics and budgetary concerns, the goal of the training division is to identify, coordinate and schedule training opportunities which are economical and fiscally responsible. To meet this goal, training administration must continually develop and utilize local resources when possible to reduce the cost of training by eliminating travel and lodging expenses.

The department is a member of the West Michigan Criminal Justice Training Council. The membership fee of \$1,724.00 is based on the number of sworn officers in the department.

Participation in the Training Council provided an economical solution for various training topics.

To further this goal, the Training Lieutenant liaisons with other departments' training divisions to develop mutual and combined local training opportunities. For example, Portage Police participated in countywide firearms training by providing two instructors one day each month. During 2012, officers completed training in the areas of:

- Legal Update
- Supervisor Development
- Criminal Intelligence
- Ethics
- Hazardous Material
- Domestic Violence
- Michigan Mental Health Code
- Autism and Law Enforcement Response

Other mandatory annual training included Use of Force policy review, Firearms, and Bias-based Profiling/Diversity.

The division provides annual in-service training in the areas of firearms and use of force. Each month, between four and seven topics are chosen, and varying times are posted on a calendar for all personnel. It is the responsibility of the division members' team leader or supervisor to provide the training topic for the given day. At the end of each month, the team leader/supervisor must document that all of their respective personnel have received the training. The training administration continues to identify individual training needs and provide opportunities for employee specialization, promotion, and job effectiveness.

During calendar year 2012, police officers received approximately 2,675 hours, or 334 days, of training.



VOLUNTEERS



The Training Section coordinates all volunteer activities, including Police Reserve Officers, Parking Enforcement Agents, and numerous other volunteers who provide clerical assistance. The division started a volunteer reserve program soon after coming into existence and currently has eight volunteer officers in the unit. Reserve officers receive training in police duties and tactics and assist officers at special events as well as act as a second officer during patrols.

During 2012, reserve officers contributed 1,100 hours of volunteer time. Other volunteers include parking enforcement agents, who patrol local business zones and parking lots for handicap and fire lane violations. Last, but certainly not least, are the volunteers who donate their time to the clerical and records-keeping functions of the police division. These individuals provided 732 hours of service. In total, volunteers donated 1,832 hours to the Police Division and, ultimately, the City of Portage in 2012.

RESERVES

Chapter 46, Article 3 of the City of Portage Code of Ordinances provides and establishes a police reserve force for the City. The Police Chief is authorized to appoint police reserve officers to assist the regular members of the police division in the prevention of crime, apprehension of criminals, the protection of life and property, and the preservation of peace and order. Police reserve officers have the authority to assist sworn police officers in all matters of a routine police nature, to include powers of arrest in felony cases and other matters at the direction of sworn staff. Reserve police officers wear similar uniforms and badges and are fully equipped in like manner as sworn officers. All reserve police officers are required to maintain the same minimum training standards as sworn staff on a yearly basis.



The police reserve unit is comprised of eight people from various backgrounds. The membership is made up of professional people: physicians, property managers, members of the military, and engineers who wish to give back to their community. These individuals volunteer their time without compensation or remuneration. During 2012, reserve officers volunteered over 1,100 hours.

The reserve unit meets on a monthly basis for training and business pertaining to the unit. Reserves assist regular officers in their duties on patrol, parades, high school sporting events, crime prevention functions, and many other activities during the year. Reserve officers are required to maintain an exemplary personal life, hold a valid driver's license and CCW permit. They are also required to pass annual training, including firearms, defensive tactics, hazardous materials, protection from blood borne pathogens, CPR and first aid.

SENIOR DEPUTY POLICE CHIEF – OPERATIONS



Deputy Chief Kit I. Lirot was hired by the Portage Police Department in 1967. As a dispatcher, he worked communications until promoted to police officer in 1970. As a police officer, he worked patrol and served as a training officer. He was assigned to the Criminal Investigation Division in 1975 and promoted to Sergeant in 1977. Following his promotion to Lieutenant in late 1980, he continued as a supervisor in the Patrol Division. He was later promoted to Inspector in 1989 and Deputy Police Chief in 1993, where he also served as interim Police Chief until Chief Richard J. White was hired. He remained Patrol Division Commander until 1997, when he became Deputy Chief of Administration. In 2009, he returned to the Field Operations Division.

Deputy Chief Lirot received a Bachelor of Science from Western Michigan University and subsequently a Master's Degree in Industrial Psychology and Counseling. In addition to other training, he is a graduate of the Federal Bureau of Investigation National Academy and the Hillsdale College Dow Leadership Center.

Deputy Chief Lirot coordinates and oversees daily activities of police operations, investigations, and the school liaison and crime prevention programs for the division's sworn staff. He coordinates and directs the field training program, performance appraisals, and rewarding and disciplining employees. He engages in public relations activities, supervision of investigation of all complaints, civil claims, internal affairs, citizen complaints, and lawsuits directed at the Police Division and its personnel. He also addresses training issues, procedures, policy review, revision and implementation of departmental policy and procedure, and reports directly to the Public Safety Director.

FIELD OPERATIONS

PATROL

There are three patrol teams responsible for the uniformed patrol during specific time frames within a 24-hour period. Patrol Teams are comprised of 10 – 14 officers who provide coverage year round and respond annually to approximately 21,000 calls for police service. Patrol officers are responsible for the suppression of criminal activity through random and directed patrols. Its personnel respond to crimes, injured or sick persons, traffic accidents and violations, and all emergency situations. Officers conduct investigations into crimes committed, cite or arrest violators of State and local laws or



ordinances, mediate disputes, and maintain peace and order.

Regarded as the most fundamental function of police service, the patrol officers make up the largest portion of a police agency. When the department was formed in 1964, all officers were assigned to Patrol. Detective positions were added to the department in 1966. Today, each of the Patrol Teams is supervised by two sergeants who are commanded by a lieutenant.

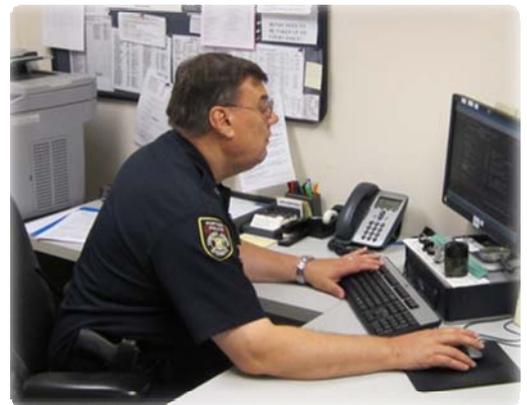


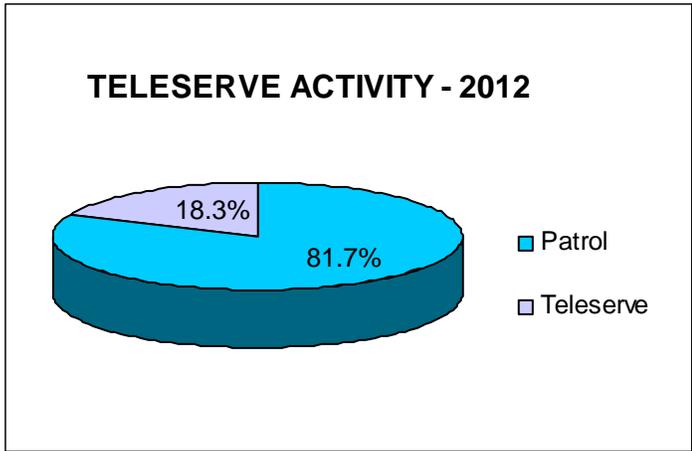
Patrol officers on each of the three patrol teams are assigned a district, which is geographically formed based upon factors such as number of calls for service,

population and traffic density. Each district officer is responsible for developing and maintaining detailed knowledge of the district. Officers are responsible for implementing problem-solving plans in an effort to resolve specific quality of life issues unique to each patrol district. Quality of life issues are resolved by specifically written plans, approved and supported by supervisors through various resources. Partnerships are formed with other law enforcement agencies, community groups, and other City departments to abate crime, zoning, and reoccurring neighborhood problems.

TELESERVE

Individuals reporting certain crimes may make a report by telephone or by internet, which eliminates the need for an officer to respond, freeing patrol officers to work more effectively on quality of life issues and directed patrol efforts. Desk officers assigned to Teleserve support the district patrol officers by investigating reports by telephone, in-person at the police department, and by other electronic means. Teleserve officers conduct follow-up investigations, obtain medical reports and other case documents, obtain photographs and other evidence, book prisoners, obtain warrants, assist non-sworn personnel with station duties, and other duties assigned by team leaders.





In 2012, Teleserve officers handled over 18% of the initial daily caseload and calls for service between the hours of 8:00 a.m. and 4:00 p.m., allowing patrol officers to concentrate efforts on resolving neighborhood quality of life issues and crime prevention activities.

Individuals are also able to provide crime tip information via the internet at the “Fill Out On-line Tip” form located on the department website. Many complaints are resolved by the use of this form of communication. Improvements to this electronic media are being researched to enhance future use.

All employees assist in a Reoccurring Complaint Address Program called R.E.C.A.P., which is an acronym for the district officer program designed to abate or eliminate repeat calls and to problem solve issues at reoccurring complaining addresses. Efforts are made to solve reoccurring problems and to reduce calls for service, in turn, giving officers more time to address other issues, conduct directed patrols and special projects, and devote more time to other important police duties.

Strict enforcement of local ordinances and State statutes is expected at identified problem addresses during calls for service. Officers are encouraged to establish problem-solving plans and to use other resources, including, but not limited to, mediation, referrals to social services or other governmental and private agencies, counseling, and referrals to mental health professionals. The list of identified addresses is updated on a regular basis. Police officers and supervisors are encouraged to use the same enforcement philosophy at other locations as well. Police reports are written for all calls at the identified addresses, and enforcement activities are paramount.

Portage Police supervisors meet regularly with the Deputy Chief of Field Operations to discuss crime trends, identify traffic enforcement issues, community concerns, and employee performance. These meetings are directed and identified as COMSTAT meetings, where supervisors present solutions to identified issues surrounding their specific teams and crime during their specific watch.

The Crime Prevention Officer, assigned to the Investigative Resource Team, meets weekly with the Deputy Chief of Field Operations, who, as part of COMSTAT, conducts a crime brief with each supervisory team in an effort to solve crimes and prevent further crimes from occurring. These facts and statistics are shared with team leaders and other supervisors, who are responsible for implementing strategies to resolve community concerns and issues.

CRITICAL RESPONSE UNIT (CRU)

The Portage Department of Public Safety's Critical Response Unit provides the department with a highly-trained, specially-equipped team to respond to high-risk situations and critical incidents. The Critical Response Unit is currently comprised of two command officers, four patrol officers, and a detective that were selected through an application process, which included a physical agility test, interview, and performance evaluation review.

In August of 2012, the Critical Response Unit merged with the Kalamazoo Department of Public Safety SWAT team and representatives from the Kalamazoo County Sheriff's Department to form the Kalamazoo Metro SWAT team. The Kalamazoo Metro SWAT team is a multi-jurisdictional team currently made up of SWAT officers



from the Portage Department of Public Safety, Kalamazoo Department of Public Safety, and the Kalamazoo County Sheriff's Department. The Kalamazoo Metro SWAT team responds to high-risk and critical incidents within Kalamazoo County.



During 2012, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT Team, were utilized on 17 incidents, including high-risk arrest warrants of armed robbery suspects and high-risk search warrants involving violent suspects and weapons.

The Critical response Unit shares its expertise with the Portage Department of Public Safety by providing firearms training, to include handgun and patrol rifle use and qualification, less lethal training and qualification, and scenario-based training.

The Critical Response Unit remained active in the community in 2012 by participating in several community events. These events included the Kalamazoo Area Foot Chase, a benefit run to raise funds for the MI COPS organization for the survivors of police officers killed in the line of duty; the Boy Scouts of America, in which the Critical Response Unit presented a display and demonstration; and the Portage Community Outreach Center, in which CRU officers worked with "at-risk" children by providing them with exercises to improve their strength, agility, and coordination.

The Critical Response Unit produces an annual training schedule, which in 2012, included training in firearms, entry training, hostage rescue tactics, barricaded gunman tactics, bus and vehicle assaults, active shooter response, and less lethal and chemical munitions.

The Critical Response Unit has continued to be an essential source of training, expertise, and community relations for the Portage Department of Public Safety and Kalamazoo County.

INVESTIGATIVE RESOURCES TEAM (IRT)



The Investigative Resources Team (IRT) is the investigative arm of the Police Division. The team is comprised of five detectives, two police/school liaison officers (PSLOs), one crime prevention officer, and one narcotics officer assigned to a multi-jurisdictional task force. The team is commanded by a lieutenant, who reports to the Field Operations Deputy Chief.

Portage Police detectives average 12 to 18 active cases per month.

Assignments and duties of the detectives include:

- Major case investigations, such as Part 1 crimes: Homicide, Robbery, Home Invasion, Identity Theft, Financial Crimes, Auto Theft, Felonious and Aggravated Assault, Sexual Assault, Child Abuse, Elder Abuse, Vice Crimes, Narcotics, Fatal Accident Investigations, and Computer Crimes.
- Conducting surveillance and special operations.
- Solicitor permit investigations.
- Crime analysis (conducting data analysis to establish crime patterns and trends so resources can be focused at target areas).
- Attendance at City Council meetings.
- Coordinating with area agencies on joint operations and task force investigations.
- Conducting background investigations.
- Initiating extradition notifications.
- Processing and distributing intelligence reports.
- Maintaining membership on investigative boards (Child Death Review, Domestic Violence, Child Abuse and Neglect, and Fraud Investigators).

POLICE/SCHOOL LIAISON OFFICERS (PSLO)

Since 1988, the Portage Police Department has provided police officer to the Portage Public School system. Since its inception, the PSLO program has expanded to include a second officer. The two officers are assigned respectively to the two Portage high schools and have responsibilities with the three middle schools and five elementary schools.



The PSLO program is a member of the National Association of School Resource Officers (NASRO) and has had

officers become certified as national practitioners. The officers are assigned to the PSLO position for up to three years and are selected among qualified candidates. The PSLOs not only provide a visible presence, but are also members of the school administration, teach prevention classes, mentor, and are present at school functions.



CRIME PREVENTION OFFICER (CPO)

The Crime Prevention Officer is assigned to the IRT and has many diverse responsibilities and functions. Similar to the PSLO, the Crime Prevention Officer position is a three-year assignment, and the officer is selected from the patrol ranks. The Crime Prevention Officer's duties include: Neighborhood Watch coordination, working with apartment complex managers, developing and participating in programs for seniors, crime analysis, conducting safety presentations, and coordinating larceny and retail fraud intervention programs.

The Crime Prevention Officer is also a board member on several community groups, including the Safe Kids Coalition, MICOPS, SALT/TRIAD, Community Outreach, and Project Lifesaver. In addition, the Crime Prevention Officer assists with coordination of the police website and writing safety articles for media publication.



CRIME SCENE TECHNICIAN



The Portage Police Division Crime Scene Services Unit is a specialized team of trained officers who are assigned in processing crime scenes and investigating major accidents. Currently the team is comprised of eight Crime Scene Technicians and three Accident Reconstructionists. Recently the Crime Scene Services Unit has expanded to incorporate computer forensics and a surveillance element. The responsibility of the Crime Scene Technician is to identify, collect, and document evidence at a crime scene. The unit and its members have been credited for numerous “cold hits” (where a match was made to an otherwise unidentified suspect) on collected latent print and DNA samples.

COMPUTER FORENSICS

With the augment of the internet and advancement of communications, there is a need to investigate crimes that occur within these mediums. The Portage Police Division has two officers trained in the forensic evaluation of computers. Many cases have been successfully prosecuted by the Portage Police Division through the use of computer forensic evaluation.

SURVEILLANCE TEAM

In 2007, the Department added an eight-officer surveillance team to the Crime Scene Services Unit. Surveillance team members have received specialized training in the use of digital cameras, alarm units, and monitoring devices. The equipment has proven its use on several occasions, recording criminals in the act of committing their intended crime.

ACCIDENT RECONSTRUCTIONISTS

Accident reconstructionists are called to the scene on major traffic crash investigations to reconstruct the elements of the crash. They work jointly with crime scene technicians using sophisticated measuring equipment to map scenes, creating computer-based, three-dimensional representations.



NARCOTICS (SWET)

The Portage Police Division is part of a multi-jurisdictional narcotics team. The Southwest Enforcement Team (SWET) is a five-county narcotics unit facilitated by the Michigan State Police. Several jurisdictions supply officers to SWET. Responsibilities include undercover narcotics investigations, intelligence gathering, and surveillance.

SENIOR DEPUTY FIRE CHIEF – OPERATIONS



Deputy Chief John Podgorski was hired by the Portage Fire Department in 2002 as the administrative deputy. His primary responsibilities were facility and apparatus maintenance. During this time period, he organized routine maintenance schedules for both the apparatus and equipment and developed tracking records for the same. In 2005, he was assigned to operations deputy, where he oversaw the daily scheduling of personnel and other operational responsibilities. Prior to his hiring in Portage, Deputy Chief Podgorski was the Fire Chief at Bridgeport Charter Township in Saginaw County for 11 ½ years.

Deputy Chief Podgorski received a Bachelor of Science from Northwood University in Midland, Michigan and a Master's Degree in Public Administration from Western Michigan University. In addition to his other training, he is a graduate of the National Fire Academy-Executive Officer Program and is a credentialed Chief Fire Officer through the Center of Public Safety Excellence.

Deputy Chief Podgorski coordinates and oversees daily activities of the fire operations, fire prevention, fire investigations and inspections as they relate to both the on-call and career staff. He administers the annual budget and capital improvements budget for the Fire Division and reports directly to the Public Safety Director.

ASSISTANT FIRE CHIEF

Assistant Fire Chief Stacy French began his career with the Fire Department in 1998 as a career firefighter. In 2000, he was promoted to the position of Captain/Training Officer. In this role, he was responsible for all of the organization and scheduling of required training for the entire department membership. He was also responsible for scheduling and teaching the Firefighter Academies for new on-call personnel to attain their basic Firefighter I, Firefighter II, Haz-Mat Operations, and Medical First Responder training. He was responsible for all recordkeeping for personnel training and also served as the department's Safety Officer, where he developed and recommended policies related to personnel safety.



He was promoted to Assistant Fire Chief for the Fire Division in 2011. In this capacity, he oversees the Fire Marshal Division and oversees the training for division personnel. He assists in the development of both the general budget and capital improvement and also operational policy.

He earned a Bachelor of Science from Sienna Heights and subsequently a master's degree. Along with many other training certifications, he has the Professional Emergency Manager certification from the State of Michigan Emergency Management and Homeland Security.

FIRE MARSHAL

Fire Marshal Larry Moore began his career with the Department of Public Safety Fire Division in 2012. His primary responsibilities include the oversight of the department fire inspection program, fire code review for new building construction, and community fire prevention education. He also serves as an incident safety officer and a cause and origin investigator for all significant fires that occur within the city. Additional duties include assisting the fire division administration with accreditation management, grant writing, and fire data reporting.

Fire Marshal Moore's experience in the fire service includes positions in both volunteer and full-time fire departments. He entered the fire service in 1997 as a volunteer firefighter with the Alamo Township Fire Department, where he eventually served as the fire chief. Fire Marshal Moore has also served in various fire service positions for Cascade Township and the Township of Kalamazoo prior to coming to Portage.

Fire Marshal Moore's educational background includes an Associate's Degree in Fire Science and a Bachelor's Degree in Public Safety Administration. In addition, he has attended classes at the National Fire Academy in Emmitsburg, Maryland. Fire Marshal Moore is a Certified Fire Inspector, Plans Examiner, and Fire Investigator.



ADMINISTRATIVE ASSISTANT



Betsy Loebig joined the Department of Public Safety-Fire Division in October of 2011. Her primary responsibilities include providing support to the Senior Deputy Chief, Assistant Chief and the Fire Marshal on a daily basis while supporting the firefighters with the processing of payroll, training and purchasing requests. She is also responsible for assisting the citizens and businesses of Portage with questions about services that are provided by the Fire Division.

Betsy earned her Bachelor of Arts Degree from Purdue University, West Lafayette, in Communications. Previous career employment was in the financial industry in lending field and then promoted into human resources with emphasis on training and recruiting.

RESOURCES

The Fire Division currently has three stations:

Located at the corner of Shaver and Westnedge, Station 1 is recognized as the central station where the fire administration and training room are located. The training room is a multi-purpose room, also used as the Emergency Coordination Center (ECC) and backup for the County Emergency Operations Center (EOC).



STATION 1
7830 Shaver Road

Primary duties performed from this station include, but are not limited to, repair of small tools and refilling portable oxygen bottles.

Apparatus assigned to Station 1 are:

- Engine 1 (Rescue-Pumper)
- Car 6, which is the primary response vehicle for the Battalion Chiefs
- Tower 1, which is the Sutphen 110' aerial
- Critical Response Unit (CRU)
- Rescue 1

Minimum manpower at this station is three:

- (1) Battalion Chief
- (1) Captain
- (1) Firefighter and assigned on-call

Maximum manpower is five:

- (1) Battalion Chief
- (1) Captain
- (3) Firefighters and assigned on-call

STATION 2
6101 Oakland Drive



Station 2 is located at 6101 Oakland Drive, just south of Milham Avenue. Additional duties performed from this station include hose repair and testing. This station contains the Class A and B foam-filling station and back-up Portage dispatch center.

Apparatus assigned to this station are:

- Engine 2 (Pumper)
- Engine 22 (Pumper)
- Brush Truck
- Rescue 2

Manpower at this station is two:

- (1) Captain
- (1) Firefighter and assigned on-call

STATION 3
8306 Sprinkle Road



Station 3 is located at the corner of Zylman and Sprinkle Road. Additional duties performed from this station include filling cascade air systems from both Texas Township Fire Department and South County Fire Authority, and repair of Self-Contained Breathing Apparatus (SCBA). Station 3 is the fill center for SCBA air bottles.

APPARATUS

Current Fire Division fleet consists of:

- (2) Aerials (110' Sutphen tower ladder and 100' E-One truck)
- (2) Sutphen rescue pumpers
- (1) Pierce engine
- (1) Sutphen engine
- (1) Brush truck
- (1) Command vehicle
- (2) Rescue



FIRE DIVISION SECTION HEADS

Captain Don Johnson oversees the Self-Contained Breathing Apparatus (SCBA) program. Responsibilities include maintaining records and providing basic maintenance to the SCBA units. Most maintenance required of these units can be addressed in-house, reducing the overall maintenance cost should the units have to be sent in to a repair facility. Captain Johnson also oversees the operations and maintenance of our SCBA bottle fill-station.

Captain Steve Tanner oversees the Hose section. Responsibilities include maintaining records and providing maintenance to all fire service hose. The maintenance program, along with the efforts of the entire division, has extended the service life of our hose, resulting in a significant cost-savings to the city. Every year, each section of hose must be pressurized and tested. This alone saves the city approximately \$6,000 each year by providing this service in-house.

Captain Dennis McGahan oversees all fire facilities. Responsibilities include maintaining records, ordering and maintaining station supplies, coordinating contractor work, and assisting fire administration with short and long-term planning of facility maintenance.

Firefighter Dave Carroll oversees the Extinguisher program. Responsibilities include maintaining records and providing maintenance to all public safety extinguishers. This includes hydrostatic testing, filling and repair and/or replacement of parts. Providing this service in-house, in lieu of sending these units out, provides a significant cost-savings to the city and timely refilling of the units.

Captain Richard Nason oversees the Small Tools program. Responsibilities include maintaining records and providing maintenance to all small tools utilized by the Fire Division. He is assisted in this section by Firefighters Campbell and Dunfield. Their efforts and mechanical aptitude provide a significant cost-savings to the city, both in the maintenance that is provided and in-house repairs that are completed.

Battalion Chief Charles Wellman oversees the Apparatus and Radio Program. Responsibilities include maintaining records, scheduling of apparatus maintenance, chairing committees for new apparatus, equipment and programming/maintenance of all radios and pagers.

Battalion Chief Tim Foley oversees the Personal Protective Equipment (PPE), or commonly referred to as turn-out gear. Responsibilities include maintaining records of regular inspections and verifying maintenance, which is properly entered into our database system.

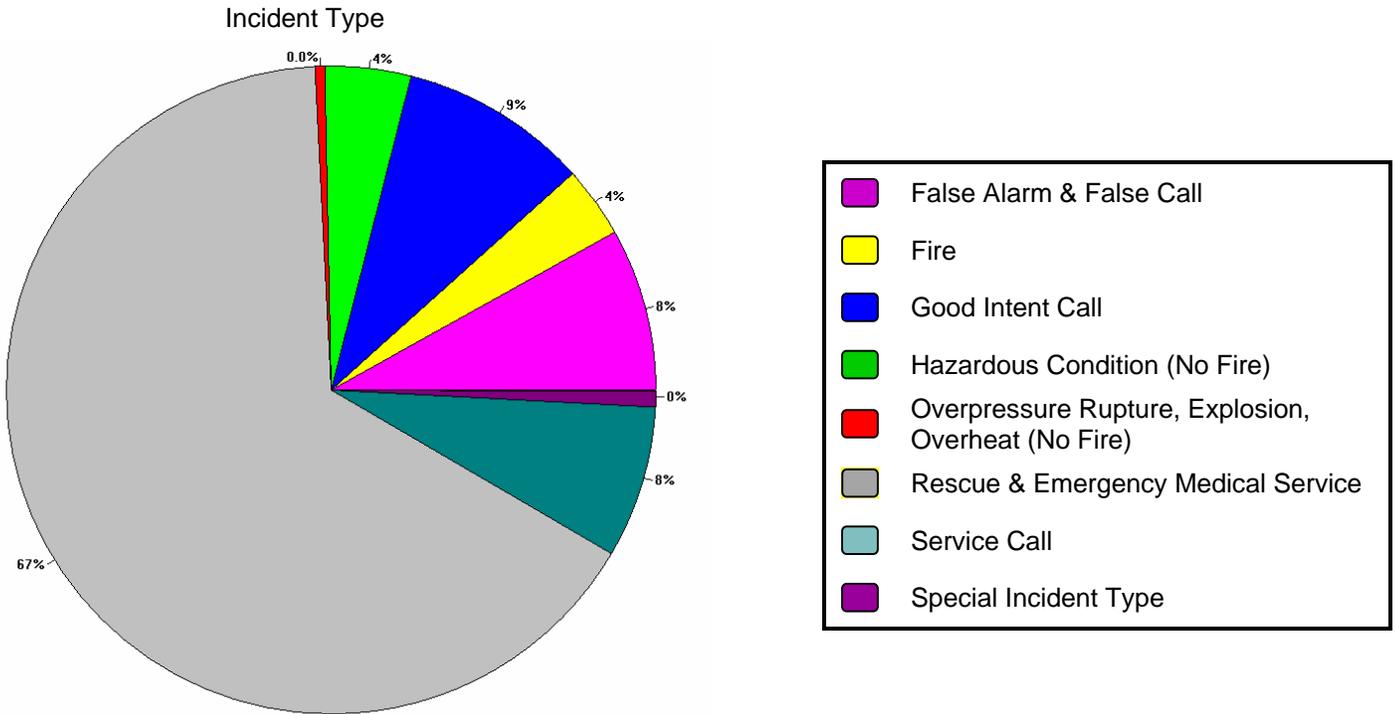
Firefighter Rob Farrell oversees the Emergency Medical Service (EMS) Continuing Education Unit (CEU), initial EMS education programs and the department's Automatic External Defibrillator (AED) program.

Captain Scott Dean and Firefighter Jeremy Vermeer are the administrators of the records management system, FireHouse Software. Responsibilities include but are not limited to developing reports, queries, and assisting with data extraction and EMS data transmission to the State each month.

OVERVIEW OF OPERATIONS

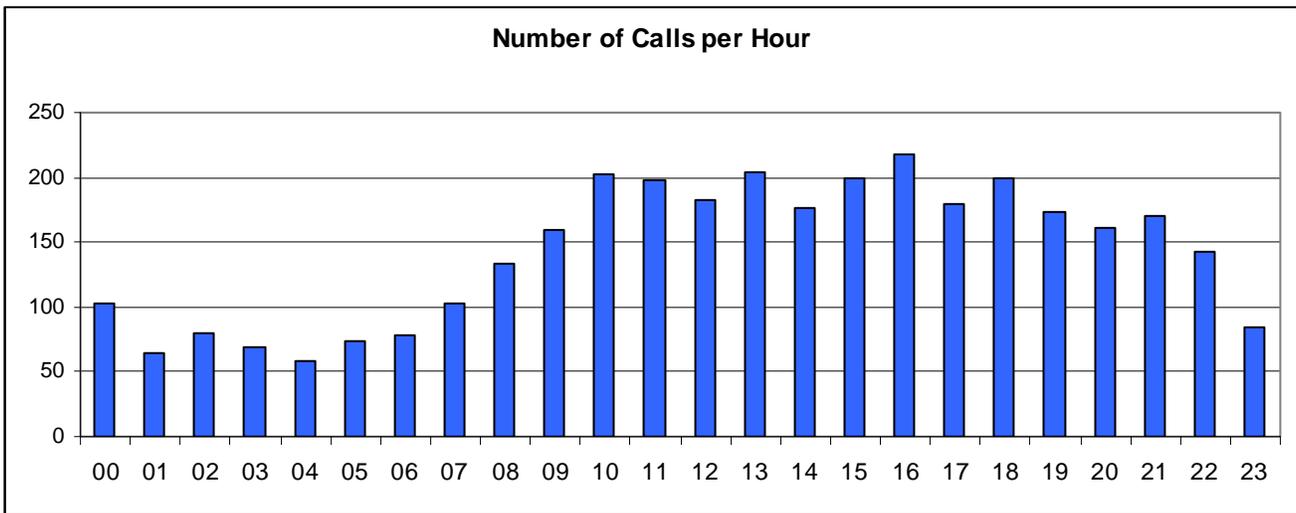
The Fire Division saw an increase in calls for service of over 11% from 2009 to 2012. Rescues, including that of medical calls, continue to result in the greatest call volume.

	2009	2010	2011	2012	Average
Responses	3057	3098	3637	3407	3300



Both Emergency Medical Service (EMS) and fire incidents show a slight increase when compared to previous years. The numbers for the other major categories shown on the graph are consistent with those in previous years.

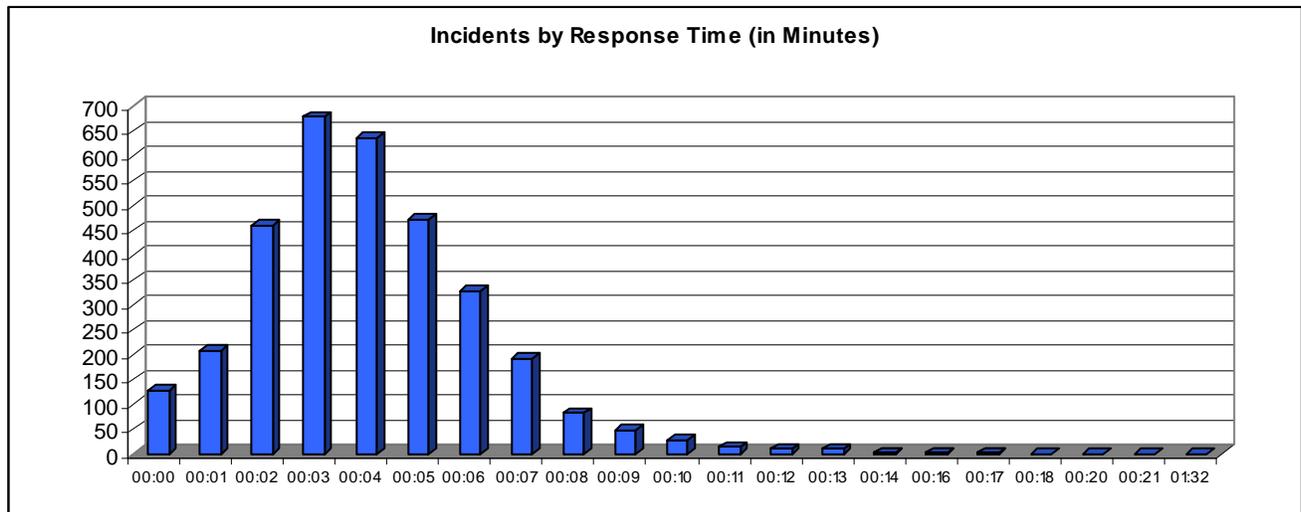
Over 50% of all calls occur between the hours of 0800 and 1700, which is approximately the same as previous years.



EMS OVERVIEW

In reviewing the EMS statistics:

- Of the 2,276 EMS calls, there were a total of 1,958 patients.
- Over 90% of all EMS incidents resulted in a patient being transported by ambulance.
- Of the 1,958 patients, 17% had some type of care provided prior to our arrival; 6% of that was performed by a lay person.
- As shown in the following chart, the majority of response times to EMS calls continue to be in the range of three to four minutes.



FIRE OVERVIEW

Fire loss in structure fires for 2012 was minimal when compared with the property that was saved.



TRAINING

In 2012, the Fire Division provided 338 classes, which included over 110 topics. A total of 2,403 personnel attended classes, which amounted to over 3,600 hours of training dedicated to the specific topics. In addition to the class sessions, over 200 certificates were received or updated on over 60 topics during the year.

In 2011, a training committee was developed. Since the inception of this committee, which is led by Committee Chairman Captain Clay Hollister, numerous personnel on and off the committee have been working diligently to help develop and deliver weekly training sessions. The training committee was also tasked to develop several goals for the upcoming year that could be used in the development of both the annual training plan, as well as the 2013-14 fiscal budgets for training, operating supplies and meetings.

TECHNICAL RESCUES

Technical Rescue is a term that is given to particular emergencies that are unique in nature and require a particular level of training. These incidents usually require highly specialized expertise and equipment in order to manage and mitigate the situation. Technical Rescue is divided up into categories within the broader scope. These categories are:

Confined Space Rescue

This is where a victim is located in a space that is large enough for someone to get into it; however, it has a limited or restricted means for entry or exit. These spaces are not designed for continuous occupancy. A good example would be hoppers used in pharmaceutical manufacturing, such as in use at Pfizer.



Trench Rescue

Another specialized form of rescue involves a collapsed ditch known as a “trench”. Rescuers use shoring devices and other uniquely designed equipment to stabilize the side walls in order to rescue a victim trapped within the collapse. This is a very dangerous operation to perform, as oftentimes rescuers can become “secondary victims”. Trenches are found throughout the city, common on construction sites where buildings are being erected. The Oshtemo Fire Department is the lead agency in Kalamazoo County with Trench Rescue, and Portage Fire would work collaboratively with them to handle an incident in Portage.



Rope Rescue

Rope rescue involves the use of ropes, anchoring and belaying devices, rappelling equipment, and the use of mechanical advantages to use for hauling systems, as well as other specialized equipment in order to reach a victim and raise or lower them to safety. High angle rescues may involve workers who are on a building and, for whatever reason, cannot get themselves down. An example could be a worker trapped on a communication tower, such as those located throughout the city.



Structural Collapse Rescue

Another name for this type of rescue is “Urban Search and Rescue” and has become fairly familiar to most with incidents such as Hurricanes Katrina and Sandy, earthquakes, and even the aftermath of the 9/11 World Trade Tower collapse. This type of rescue involves the location, extrication, and medical stabilization of victims that are trapped in void spaces. The highest risk of this type of incident in Portage would be a result of a natural disaster, such as a tornado, which has the potential of causing large amounts of structural damage to homes in a concentrated area.

Water / Ice Rescue

Portage is surrounded by lakes and bodies of water, creating the risk of a victim being injured or trapped and in need of removal. This may occur in open water or frozen ice, through which someone has fallen. This type of rescue involves the use of specialized water-rescue equipment, such as ropes, and suits that protect the rescuer. Portage trains twice a year for this type of emergency on ice or water. Two new Mustang suits (ice/cold water rescue suits) were purchased this year.



For the past several years, the Portage Fire Department has taken the lead role in creating and maintaining a Kalamazoo County Technical Rescue team. The team is comprised of approximately 25 members from departments around the county. These departments include Portage, Texas Township, Oshtemo Township, Kalamazoo Township, and Comstock. The team holds training monthly at various locations throughout Portage and Kalamazoo.

Industrial Machine Rescue

Use of large manufacturing machinery creates the risk of injury. These machines usually function with intricate gears and pulley systems that have been known to catch workers' clothing and extremities. These machines are unique in that they often have complicated operating procedures. Further injury could be caused by rescuers trying to help a victim if they do not know how to prevent it. Numerous industrial businesses exist within Portage, with the potential of such a rescue.

Hazmat Team

The County Hazmat team was developed in 2004. This team provides emergency response to any hazmat spill and/or release within Kalamazoo County if requested by the local jurisdiction. The team is comprised of members from most county agencies, of which Portage has three members as part of the team.

Fire Prevention Division

Fire Marshall Inspections:

- 18 False alarm investigations
- 13 Business move-in inspections
- 14 Special events
- 46 Construction site inspections
- 72 Final occupancy inspections
- 19 FOIA investigations
- 47 Fire code violation investigations
- 53 Knox box inspections
- 8 Liquor license inspections
- 53 Fire protection inspections
- 20 Recreational fire permits
- 26 Code consultation visits
- 4 Tent permit inspections
- 214 Annual company business inspection attempts
- 2,258 Annual company business inspections
- 19 Fire Marshal follow-up inspections
- 23 Company business re-inspection attempts
- 813 Company business re-inspections

Engine Company Inspections:

For the year 2012, engine companies made a total of 3,054 inspection visits to commercial and multi-family residential occupancies. This total includes initial and re-inspections combined.

Plan Reviews:

- 31 Site plans
- 64 Building plans
- 38 Fire protection plans
- 12 Special events

Public Relations:

- 21 Off-site lecture/demonstrations – 1438 adults / 2,411 children
- 18 Public relations visits – 877 adults / 968 children
- 47 Station tours – 314 adults / 475 children
- 332 Car seats installed

A few of the public relations events are detailed below:

- Coordination of the fire prevention activities for the Rotary Fireworks display at McCamley Field. Fire division operating plans were developed to ensure the safe ignition of the fireworks display for the public
- Education of the safe discharge and sale of consumer grade fireworks. Coincidentally, 2012 proved to be a poor year for the newly adopted fireworks law. The severe dry weather and high temperature presented the fire service a very difficult challenge.
- Home Depot Safety Day – Home Depot provided activities for children and adults for educating families of fire and life safety. The fire division provided the display of Tower 2 along with associated fire equipment.
- Fire Prevention Week – The Fire Division was able to partner with Crossroads Mall and Sears to provide fire prevention and life safety awareness to our community. Activities included a smoke detector craft project, home escape planning, educational videos, and interaction with firefighters. LIFE EMS, Pride Care EMS, Oshtemo Fire Department, Air Care, Kalamazoo Bomb Team, Kalamazoo Dive Rescue, and many more participated in the event. Portage Police Division and Safe Kids were also on site, providing fingerprinting and other child safety education. Overall, this event provided fire and life safety education to approximately 150-200 families from Portage and surrounding communities.



- Lowe's Fire Safety Event – Lowe's and ESCAPE Inc. hosted an annual Family Fire Safety Day. Many of the activities were available for children, including a Halloween costume contest, Jake the Fire Safety Dog, and LIFE EMS. The Fire Division provided an engine and personnel to help provide fire safety messages to the community.

IN THE SPOTLIGHT - DEPARTMENTAL AWARDS



On March 1 2012, the Portage Department of Public Safety held their first annual combined awards ceremony in the Council Chambers at City Hall. Director White presented the awards to department employees. The awards were based on recommendations from the employees' peers.

Employee of the Year Awards recognize employees who promote a positive image and distinguish themselves by professionalism, self-initiative, work and ethical standards beyond what is normally expected.

Volunteer of the Year: Volunteer **Lance Conrad**, for his demonstrated commitment to the City of Portage with an unlimited willingness to volunteer his time and knowledge.

Employee of the Year – Non-sworn: Dispatcher **Marie Gleesing**, for her professionalism and commitment to citizens, including an innovative and critical handling of a 9-1-1 call where a citizen was unable to speak.

On-Call Firefighter of the Year: Firefighter **Michael Voss**, for his commitment in assisting in station coverage, as well as participation in the Kalamazoo County Hazmat Team.

Firefighter of the Year – Career: Firefighter **William Graham**, for his commitment and dedication, assuming various roles during departmental reorganization and fire marshal vacancy, as well as assisting in the transition of the new fire marshal.

Employee of the Year – Sworn: Officer **Eric Vesey**, for his drive and dedication on every shift, including saving a citizen from a burning structure.

Award of Meritorious Service may be awarded for service rendered in the line of duty where a member performs difficult tasks under unusual circumstances and goes beyond that which is normally expected where crime is prevented, life and property is protected or criminals apprehended:

Meritorious Service: Firefighter **Jeremy Vermeer**, for taking a leading role in the Technical Rescue Team, developing and implementing training. Also for his efforts in submitting the division's EMS data to NEMSIS, verifying the data meets the highest level of validity.

Meritorious Service: Detective **Larry Napp** and Officer **Jim Lord**, for their diligence and determination in obtaining the charge and conviction of second degree child abuse where a two-year-old child was severely burned.

Meritorious Service: Officer **Patricia Nichols** and Dispatcher **Valerie Halcomb**, for their actions in helping save the life of a suicidal person who had taken pills and cut her wrists; Officer Nichols for following up the case regardless of the person being outside the City of Portage, and Dispatcher Halcomb in her persistence with the cell phone company in locating the individual.

Unit Citation is awarded to a company or team who exhibits "outstanding diligence, perseverance, alertness, or highly creditable public safety accomplishment."

Unit Citation: Captain **Gary Bragg** and Firefighter **Robert Farrell**, for their aggressive efforts in rescuing two people in the water, hanging on an ice shelf.

Letter of Commendation is awarded to anyone who exhibits "outstanding diligence, perseverance, alertness, or highly creditable public safety accomplishment."

Letter of Commendation: Officer **Jeffrey Lehmann**, for lab work conducted where a two-year-old child was burned in the home with subsequent investigation resulting in a conviction for second degree child abuse.

Letter of Commendation: Captain **Steve Tanner**, upon treatment and transport of a patient complaining of chest pain when shoveling his driveway. Captain Tanner and his crew took it upon themselves to finish the job of shoveling for the patient.

Letter of Commendation: Dispatchers **Ryan Enderich** and **Dennis Cox**, while working during a severe ice storm, handled approximately 69 fire calls, 31 police incidents, and 360 other phone calls, of which 160 were 9-1-1 emergency calls.

Letter of Commendation: Volunteer **Lydia Garcia**, for her many volunteer hours contributed, as well as her willingness to always help others.

Letter of Commendation: Detective **Michele Kozminske**, for her victim support while investigating criminal sexual conduct cases involving a massage therapist. Through her efforts with each victim, they decided to prosecute, and four of five victims agreed to testify. A letter was received from one of the victims thanking Detective Kozminske for her support, saying they would not have been able to go through prosecution without her.

Letter of Commendation: Firefighter **Thomas Huss**, when Engine 22 was dispatched to a lightning strike with numerous people down, with at least one in cardiac arrest. Firefighter Huss, who was off-duty at the time, assisted the on-duty personnel with the patient in cardiac arrest. The patient was revived and lived as a result of off-duty Firefighter Huss' immediate actions.

Letter of Commendation: Officers **Eric Kline** and **Nate Slavin**, the school liaison officers, were assigned back to patrol during the summer months and agreed to change work hours to meet the needs of the department. During their summer assignment, they issued approximately 200 traffic citations, made between 15-20 arrests, and assisted KVET in recovering handguns and cocaine.

Letter of Commendation: Dispatcher **Jody Barkley** conducted a file check on a person stopped by an officer. Although there was no warrant in LEIN, she noted that the subject was a parole absconder and, through her diligent efforts, found the person did have a parole violation warrant that was on a stack of warrants on a desk in Lansing to be entered into LEIN. Due to her efforts, the subject was arrested.

Letter of Commendation: Officer **Aaron Ham**, acting on a Silent Observer tip concerning officer safety and firearms, effected a traffic stop on the vehicle, resulting in the recovery of cocaine, two loaded firearms with the serial numbers scratched off, a ski mask and gloves, leading to the arrest of the subject.

Letter of Commendation: Captain **Steve Tanner**, working with the Safe Kids Coalition in car seat inspections and installations, did “triple duty” when two of the three technicians were off during the winter. In addition to his normal duties, Captain Tanner and crew were responsible for installing 76 car seats during a 60-day period.

Letter of Commendation: Dispatchers **Marie Gleesing** and **Marcia Johnson** and Police Service Technician **Jenny Ball** worked under extremely stressful conditions during a severe storm, managing the 9-1-1 call volume and taking no breaks to ensure citizen safety.

Letter of Commendation: Detectives **Dereck Hess** and **Matt Wolfe** investigated the break-in of a 63-year-old quadriplegic’s residence and, through their exhaustive efforts, developed a suspect who was ultimately arrested and convicted on nine charges.

Letter of Commendation: Officer **Trever Patterson**, for excelling in patrol awareness, recognizing and investigating drug cases that were mostly self-initiated, several of which resulted in drug seizures, asset forfeitures, and prosecution of suspects.

FREQUENTLY CALLED NUMBERS

POLICE, FIRE OR MEDICAL EMERGENCY.....	911
POLICE DIVISION	
BUSINESS.....	329-4567
FIELD OPERATIONS.....	329-4564
RECORDS.....	329-4568
PATROL SERGEANTS.....	329-4566
CRIME PREVENTION.....	324-9255
WEBSITE.....	www.portagemi.gov
FIRE DIVISION.....	329-4487
CITY CLERK.....	329-4511
CITY MANAGER.....	329-4400
COMMUNITY DEVELOPMENT (CODE ENFORCEMENT).....	329-4466
DISTRICT COURT.....	383-6460
DISTRICT LIBRARY.....	329-4544
FINANCE (TAX AND BILLING INFORMATION).....	329-4456
PARKS, RECREATION AND PROPERTY MANAGEMENT.....	329-4522
SENIOR CENTER SERVICES.....	329-4555
STREETS & EQUIPMENT.....	329-4444
TRANSPORTATION & UTILITIES.....	329-4444