2014 Annual Report

PORTAGE DEPARTMENT OF PUBLIC SAFETY

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PORTAGE AT A GLANCE

City Government

Mayor	Peter J. Strazdas
Mayor Pro Tem	Jim Pearson
Council	Nasim Ansari
	Richard J. Ford
	Patricia Randall
	Claudette Reid
	Terry R. Urban
City Manager	Laurence Shaffer (May)
	Maurice Evans (Jan-Apr)

City Demographics

County	Kalamazoo
Population	47,523 (approximate)
Area	35 Square Miles

Highlights

The Interstate 94 (I-94) and US Highway 131 (US 131) interchange is in Portage

Portage is a center point between Detroit (142 miles) and Chicago (147 miles)

Extensive bikeway system that exceeds 55 miles

Over 2,000 acres of park and recreational space

17 individual park properties that offer a wide variety of activities

Miles of multi-use hiking and nature trails

Five lakes:
- Sugarloaf Lake
- Gourdneck Lake
- Austin Lake
- Long Lake
- West Lake

MESSAGE FROM THE DIRECTOR

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 47,000 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.

Employees of the City of Portage are committed to delivering superior customer service.

Public Safety Director
Richard White

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.

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

CALEA
THE GOLD STANDARD IN PUBLIC SAFETY

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

POLICE DIVISION HISTORY (CONTINUED)

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

2014 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 72 full-time employees, 8 part-time employees, 13 volunteer reserve officers, and 10 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 24 associate's degrees, 29 bachelor's degrees, and 4 master's degrees.

The Police Division responded to 21,550 calls for service in 2014.

The Police Division investigated 1,558 Part 1 and 3,945 Part 2 crimes.

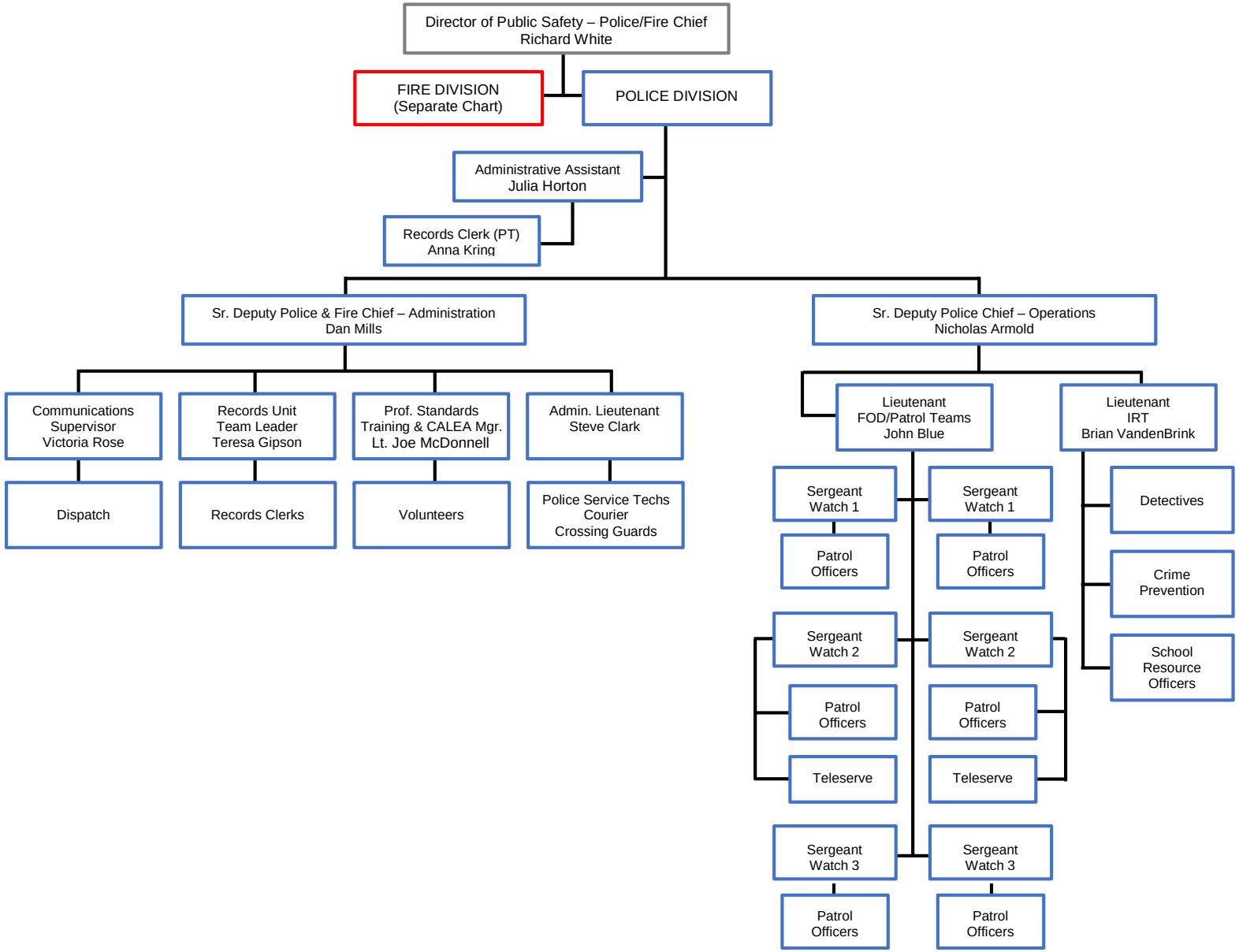
The most frequently occurring crimes in Portage in 2014 were Violation of Court Orders (1,214), Retail Fraud (762), Larceny (611), Assault (445), and Drug Offense (379),

Officers arrested 3,889 adults on 4,023 charges and 299 juveniles on 337 charges in 2014.

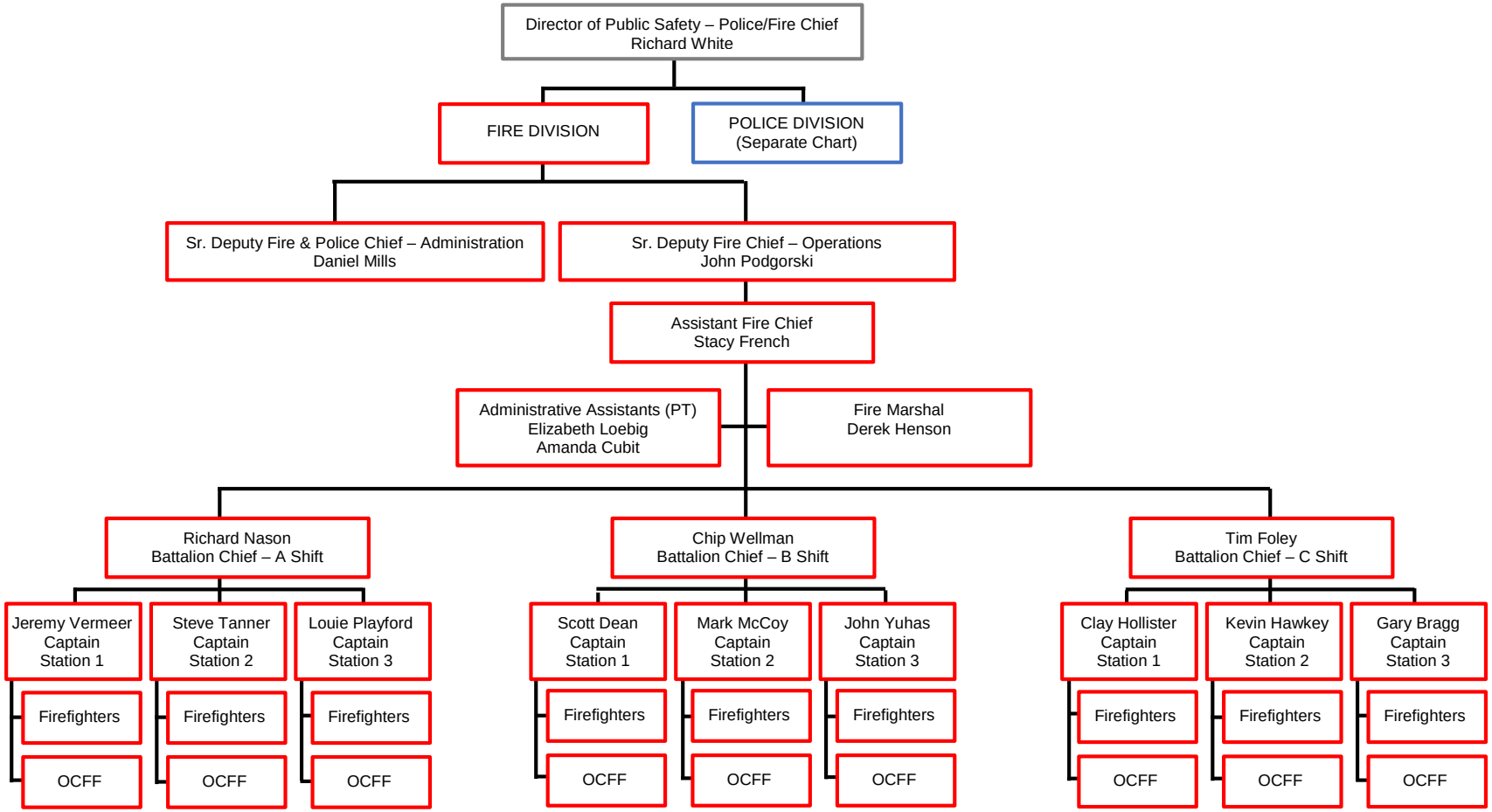
The Department handles dispatching, communications, and records for both the Police and Fire Divisions.

The Police/Fire Communications Center consists of 12 full-time radio operators. The Communications Center handled 21,570 police calls for service, 3,904 fire calls for service, and 21,243 other miscellaneous dispatches in 2014. The Center also handled 30,861 Emergency 9-1-1 calls.

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 Senior Deputy 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 Senior 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 2010, 2011, 2012, 2013 and 2014:

		2010	2011	2012	2013	2014
How Received	Internal	24	23	13	19	9
	External	13	11	12	13	14
How Processed	Supervisory Review	10	11	10	11	14
	Internal Affairs	27	23	15	21	9
Nature of Complaint	Rude/Unprofessional	4	4	2	3	4
	Insubordination	3	0	0	0	1
	Dispatch/Policy Violation	1	1	2	4	5
	Rules & Regulations/Policy Violation	21	24	17	9	9
	Inadequate/Improper Investigation	0	0	0	0	0
	Use of Force	6	0	2	3	2
	Other	2	5	2	13	2
Findings	Not Sustained/Unfounded	20	9	13	13	15
	Sustained	17	25	11	23	8
	Policy Failure	0	0	1	0	0

SENIOR DEPUTY POLICE AND FIRE CHIEF - ADMINISTRATION

Senior Deputy
Police & Fire Chief
Daniel Mills

Daniel J. Mills is the Senior Deputy Chief of Administration, which oversees Technical Services, 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. Deputy Chief Mills is a graduate of the F.B.I. National Academy, Session 234.

POLICE/FIRE COMMUNICATIONS

In January 2014, Victoria Rose was hired as Communications Supervisor. This position supervises 12 full-time radio operators and reports to the Senior Deputy Police Chief-Administration. Ms. Rose is also the LEIN Terminal Agency Coordinator for the department.

Radio operators 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 2014, radio operators handled 3,904 fire incidents and 21,570 police incidents, and processed 1,579 warrants and 21,243 other miscellaneous calls for service.

The Communications Center features four console positions, which include four or five display monitors for each position, plus shared monitors for the security cameras, key access system, and emergency warning sirens. In 2014, access to view the citywide traffic video network was added, which allows radio operators to view five main intersections.

Both the phone and radio system were upgraded in 2014 to Viper Intrado 9-1-1 Phone and Telex Radio. 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 23 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 Communications 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
- Data Analysis & Crime Mapping

Additional network applications include Pictometry, crime mapping, and 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.

ADMINISTRATIVE SECTION

POLICE RECORDS

The Portage Police Division Records Section is led by Records Unit Team Leader Teresa Gipson 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, approximately 400,000 typed documents have been entered into the system.

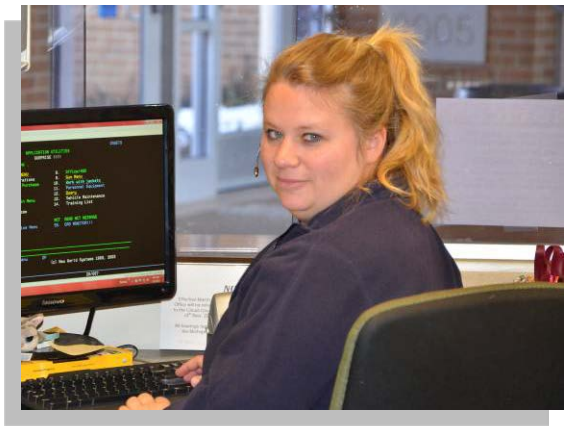
In early 2006, records personnel began scanning ancillary documents into the case file, and, as a result, an entire case can be viewed and/or printed from any computer in the police division, greatly decreasing the need for photocopying by records staff. Approximately 152,600 documents have been scanned since 2006.

2014

Records Staff Processed:

2,157	FOIA Requests
1,507	Accidents
10,324	Cases
3,676	Adult Arrests
299	Juvenile Arrests
1,208	Alarms

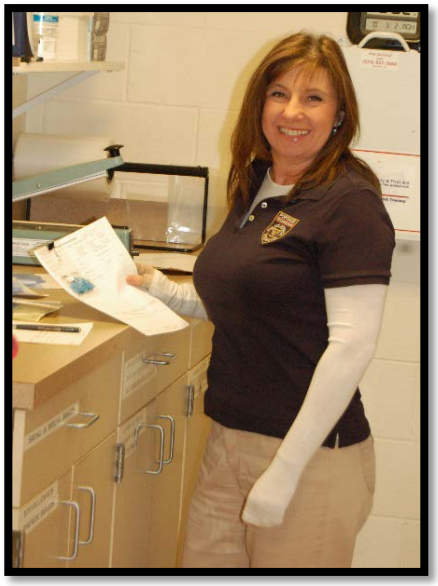
INFORMATION CENTER



The Portage Police Division Information Center is staffed during normal business hours by Police Service Technicians Jenny Ball and Diane Malz. Information Center personnel are responsible for handling non-emergency incoming telephone calls, scheduling fleet maintenance, taking non-criminal fingerprints, and issuing permits to purchase and registering handguns. During 2014, 181 permits to purchase were issued, and 965 handguns were registered.

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, Diane Malz, 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 International Association for Property and Evidence (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 2014, 2,812 items were logged into property, and 15,090 items were disposed of in evidence. The property dispositions were achieved by returning items to their owners, sending items to auction, and destroying items of no value.

POLICE COURIER

The Police Courier hand carries police reports and other paperwork to the Kalamazoo County Prosecuting Attorney's Office, delivers subpoenas to witnesses and victims, transports evidence to and from state and local crime labs, and transports paperwork to and from the City Attorney's office.

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	2010	2011	2012	2013	2014	% Change 2013-2014	% Change 2010-2014
PART 1 OFFENSES							
Murder/Non-negligent Homicide	1	0	0	1	0	-100%	-100%
Criminal Sexual Conduct	21	20	28	16	9	-44%	-57%
Robbery	14	13	15	12	18	+50%	+29%
Aggravated/Felonious Assault	63	45	37	45	37	-18%	-41%
Arson	11	6	7	2	4	+100%	-64%
Burglary	236	224	181	163	161	-1%	-32%
Larceny	891	816	772	706	611	-13%	-31%
Motor Vehicle Theft	46	30	42	38	41	+8%	-11%
Retail Fraud	685	620	669	726	678	-7%	-1%
TOTAL PART 1	**1,968**	**1,774**	**1,751**	**1,709**	**1,559**	**-9%**	**-21%**
PART 2 OFFENSES							
Negligent Homicide	0	0	1	0	1	+100%	0%
Kidnapping	3	3	2	3	1	-68%	-67%
Stalking	35	24	32	24	23	-4%	-34%
Extortion	2	1	0	1	1	0%	-50%
Forgery/Counterfeiting	42	23	30	18	41	+128%	-2%
Fraud	176	162	187	187	215	+15%	+22%
Embezzlement	35	37	32	28	27	-4%	-23%
Recovered Stolen Property	27	18	21	13	7	-46%	-74%
Malicious Damage to Property	369	305	265	226	228	+1%	-38%
Drug Offenses	260	262	401	399	379	-5%	+46%
Obscene Material	1	2	4	3	6	+100%	+500%
Weapons Offenses	45	36	35	23	43	+87%	-4%
Retail Fraud (misc. categories)	16	11	10	17	36	+112%	+125%
Non-aggravated Assault	485	440	456	404	408	+1%	-17%
Illegal Entry	25	28	20	18	19	+6%	-24%
Bad Checks	26	32	19	23	20	-13%	-23%
Sex Offenses	35	39	30	37	31	-16%	-11%
Family Offenses	10	20	18	17	16	-6%	+60%
Liquor Violations	109	116	164	105	71	-32%	-35%
Hindering and Obstructing	53	88	92	93	86	-11%	+62%
Obstructing Justice	771	862	894	1239	1214	-2%	+57%
Disorderly/Public Peace	552	555	482	413	305	-26%	-45%
Hit & Run Accidents	229	220	208	212	191	-10%	-17%
Driving While Intoxicated	174	178	214	221	181	-18%	+4%
Trespassing	170	122	130	123	108	-12%	-36%
Runaway	72	67	67	60	69	+15%	-4%
Other Part 2	304	263	318	229	218	-5%	-28%
TOTAL PART 2	**4,026**	**3,914**	**4,132**	**4,136**	**3,945**	**-5%**	**-2%**
GRAND TOTAL OFFENSES	**5,994**	**5,688**	**5,883**	**5,845**	**5,504**	**-6%**	**-8%**

TRAINING

The Police Training division is coordinated by Lieutenant Joseph McDonnell, a 25-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 provides 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 2014, officers completed training in the areas of:

- Legal Update
- Supervisor Development
- Criminal Intelligence
- Ethics
- Hazardous Material
- Domestic Violence
- Michigan Mental Health Code
- Miranda
- A.E.D.
- Criminal Investigations

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 2014, police officers received approximately 3,252 hours, or 407 days, of training.

VOLUNTEERS

The Training Section coordinates all volunteer activities, including Police Reserve Officers, Parking Enforcement Agents, and numerous other volunteers. Parking enforcement agents patrol local business zones and parking lots for handicap and fire lane violations. Several volunteers donate their time to the clerical and records-keeping functions of the police division. These individuals provided 1,232 hours of service.

During the summer of 2014, a chaplain began volunteering his time for both the Police and Fire Divisions of the Public Safety Department. The Public Safety Chaplain has received training in this ministry and has donated many hours working with both police and fire employees. He has also offered spiritual assistance to both crime and accident victims and demonstrated tremendous caring and compassion by offering continued support.

RESERVES

Chapter 46, Article 3 of the City of Portage Code of Ordinances provides and establishes a police reserve force for the City. The Public Safety Director 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 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 2014, reserve officers volunteered 750 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 and 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

Senior Deputy
Police Chief - Operations
Nicholas Armold

Nicholas J. Armold is the Senior Deputy Police Chief of Operations, which oversees the day-to-day activities of patrol operations, criminal investigations, the school resource officer program, and the crime prevention officer. He coordinates and directs the field training program, performance appraisals, and is responsible for recommending awards and discipline of employees. Deputy Chief Armold participates in public relations activities, and he is responsible for investigating all types of complaints 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.

Deputy Chief Armold was hired in April of 2014 as the Deputy Police Chief of Operations for the Portage Department of Public Safety, after a 24-year career with the Huntington Woods Department of Public Safety. Deputy Chief Armold also served as a police officer for the City of Pleasant Ridge before joining the Huntington Woods Department of Public Safety.

Deputy Chief Armold has a Bachelor of Science degree from Lake Superior State University, and he is a graduate from Northwestern University Center for Public Safety School of Police Staff and Command. During the course of his career, Deputy Chief Armold has held various assignments in patrol, field training, accreditation manager, and investigations.

FIELD OPERATIONS

PATROL

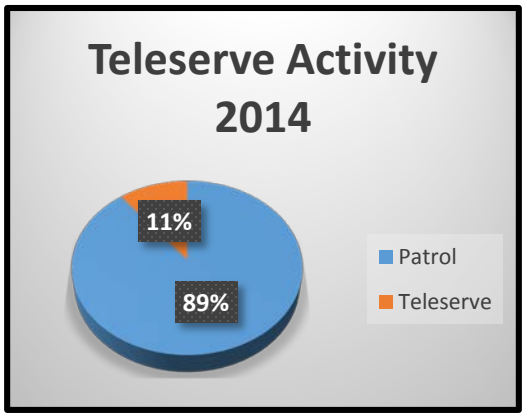
There are three patrol teams responsible for uniformed patrol during specific timeframes within a 24-hour period. Patrol teams are comprised of 10 to 14 officers, who provide coverage year round and respond annually to approximately 21,000 calls for police service. Patrol officers are responsible for 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 2014, Teleserve officers handled approximately 11% 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 report a crime on-line via the internet on the department website. Many complaints are resolved by the use of this form of communication.

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 Senior 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 Senior 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.

KALAMAZOO METRO SWAT

Kalamazoo Metro SWAT (Special Weapons and Tactics) 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 and at the mutual aid request of jurisdictions within the Southwest Michigan 5th District. During 2014, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT team, were utilized on twenty incidents, including high-risk arrest warrants of armed robbery suspects and high-risk search warrants involving violent suspects and weapons.

The Kalamazoo Metro SWAT team produces an annual training schedule, which, in 2014, 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. Officers assigned to the Kalamazoo Metro SWAT team train on a monthly basis. The Kalamazoo Metro SWAT team also shares its expertise with the Portage Department of Public Safety by providing firearms training, including handgun and patrol rifle use and qualification, less lethal training and qualification, and scenario-based training.

The Kalamazoo Metro SWAT team remained active in the community in 2014 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.

INVESTIGATIVE RESOURCES TEAM (IRT)

The Investigative Resources Team (IRT) is the investigative arm of the Police Division. The team is comprised of five detectives, 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, and Computer Crimes.
- Fatal accident investigations.
- Silent Observer tips.
- 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).
- 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).

SCHOOL RESOURCE OFFICERS (SRO)

Since 1988, the Portage Police Department has provided police officer to the Portage Public School system. Since its inception, the SRO 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 SRO 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 SRO position for up to three years and are selected among qualified candidates. The officers 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. 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.

FIELD OPERATIONS (CONTINUED)

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.

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.

MISSION STATEMENT

The Portage Fire Division is committed to increasing survivability of life and property threatened by hostile environments, circumstances, and events.

CODE OF ETHICS

Each employee is expected to abide by the following *Firefighter Code of Ethics*, as developed by the *National Society of Executive Fire*.

- *Always conduct yourself, on and off duty, in a manner that reflects positively on yourself, your department, and the fire service in general.*
- *Accept responsibility for your actions and for the consequences of your actions.*
- *Support the concept of fairness and the value of diverse thoughts and opinions.*
- *Avoid situations that would adversely affect the credibility or public perception of the fire service profession.*
- *Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.*
- *Conduct your personal affairs in a manner that does not improperly influence the performance of your duties or bring discredit to your organization.*
- *Be respectful and conscious of each member's safety and welfare.*
- *Recognize that you serve in a position of public trust that requires stewardship in the honest and efficient use of publicly-owned resources, including uniforms, facilities, vehicles, and equipment, and that these are protected from misuse and theft.*
- *Exercise professionalism, competence, respect, and loyalty in the performance of your duties and use information, confidential or otherwise, gained by virtue of your position, only to benefit those you are entrusted to serve.*
- *Avoid financial investments, outside employment, outside business interests, or activities that conflict with or are enhanced by your official position or have the potential to create the perception of impropriety.*
- *Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.*
- *Never engage in activities involving alcohol or other substance use or abuse that can impair your mental state or the performance of your duties and compromise safety.*
- *Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.*
- *Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.*
- *Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service, and the public. Also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior.*

FIRE DIVISION HISTORY

October 1940	*Portage Fire Department Established*
October 1940	*First Fire Station Constructed at 7721 S. Westnedge*
May 1, 1941	*Ernest Hall Appointed First Fire Chief*
April 28, 1942	*Jacob Mein Hired as Fire Chief*
May 1, 1942	*Emergency Response Services Began*
May 5, 1942	*First Alarm Response*
December 31, 1963	*City of Portage Chartered*

WHERE WE HAVE BEEN...
...AND WHERE WE ARE TODAY

As of 2014, the City of Portage has approximately 21,000 residential units, over 2,300 commercial properties, and a population of over 47,000. Calls for service by the Fire Division in 2014 were 3,891, ten percent more than 2013. Over 3,000 company inspections are now being completed on an annual basis. Seventy-five public education events were provided this year for the citizens of Portage, which included over 3,100 adults and 3,500 children. With all of these changes, the minimum daily staffing stands at seven personnel, the same as what was established in 1977.

SENIOR DEPUTY FIRE CHIEF - OPERATIONS

Senior Deputy
Fire Chief - Operations
John Podgorski

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 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 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 of Arts. Along with many other training certifications, he has Professional Emergency Manager Certification from the State of Michigan Emergency Management and Homeland Security. He is a graduate of the National Fire Academy-Executive Officer Program.

Assistant Fire Chief
Stacy French

FIRE MARSHAL

Fire Marshal
Derek Henson

Fire Marshal Derek Henson began his career with the Department of Public Safety Fire Division in 2014. 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.

Fire Marshal Henson's experience in the fire service includes positions in both volunteer and full-time fire departments. He entered the fire service in 2002 as a volunteer firefighter with the Galesburg-Charleston Fire Department, where he eventually served as a lieutenant. Fire Marshal Henson has also served as a career firefighter for the Department of Veterans Affairs Fire Service.

Fire Marshal Henson's educational background includes an Associate of Fire Science degree. He has attended classes at the National Fire Academy in Emmitsburg, Maryland. Fire Marshal Henson is a Certified Fire Inspector, Plans Examiner, and Fire Investigator.

ADMINISTRATIVE ASSISTANTS

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.

Betsy Loebig

Amanda Cubit joined the Department of Public Safety-Fire Division in May of 2013. 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.

Amanda earned her Bachelor of Arts degree from Western Michigan University, in geography, with a minor in marketing. Previous career employment was as a marketing manager in the construction industry.

Amanda Cubit

FIRE DIVISION SECTION HEADS

Captains Mark McCoy, Scott Dean and Gary Bragg oversee station maintenance and repair, maintain station appearance, and assist ***Captain McGahan*** and fire administration with short- and long-term planning of facility maintenance.

Captain Clay Hollister oversees the Self-Contained Breathing Apparatus (SCBA) program. Responsibilities include maintaining records and providing basic maintenance to the SCBA units. Captain Hollister 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, extends the service life of the hose. 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 Mark McCoy oversees the facilities. Responsibilities include maintaining records, ordering and maintaining station supplies, coordinating contractor work, overseeing station captain, and assisting fire administration with short- and long-term planning of facility maintenance.

Firefighter Mike Walker 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 Louie Playford 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.

Captain Scott Dean oversees the records management software for the Fire Division, including but not limited to, state-mandated uploads to state data collection sites, analysis of data and report generation.

Emergency Vehicle Product provides Emergency Vehicle Technician (EVT) certified technicians to perform scheduled and unscheduled maintenance of apparatus and assists with the annual mandatory testing of ladders and fire pumps. This, in conjunction with the daily apparatus checks by fire personnel, ensures emergency vehicles are always in a state of readiness.

RESOURCES

The Fire Division currently has three stations:

Station 1
7830 Shaver Road

Located at the corner of Shaver and S. 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).

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 1211 (Rescue-Pumper)
- Vehicle 1281 (primary response vehicle for Battalion Chiefs)
- Engine 1214 (Pumper)
- Critical Response Unit
- Rescue 1251
- 1271 Brush Truck

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 communications center.

Apparatus assigned to this station are:

- Engine 1212 (pumper)
- Engine 1252
- Engine 1282
- Michigan 5th District Technical Rescue Trailer
- Tower 1242 (Sutphen 110' aerial)

Manpower at Station 2:
(1) Captain
(1) Firefighter and assigned on-call

RESOURCES (CONTINUED)

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 at Station 3:

- Engine 1213 (pumper)
- Truck 1243 (E-One 100' aerial)
- County Hazmat truck and trailer

Manpower at Station 3:

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

APPARATUS

The Fire Division took possession and placed into service a new 2014 Pierce Impel Pumper, which responds out of Fire Station 2. The Pierce pumper provides the latest technologies and safety systems. Acquisition of the Pierce pumper allowed the Fire Division to place the former 2002 Sutphen that responded out of Station 2 in a reserve status, which will extend its functional life.

A major overhaul of the body on Fire Engine 1213 was completed. The overhaul included new high quality rollup doors, replacement of much of the diamond plate, cleaning and repainting many components of the engine's frame, along with repainting of most of the body of the engine. The overhaul will extend the life of the engine for several more years of service.

New mobile computer/video equipment was installed in all of the front line emergency units. The equipment will increase incident responders' access to pre-incident surveys, hazardous material information, and other pertinent occupancy information. The video portion of the upgrade with digital technology will improve storage of the information and enhanced images.

PERSONAL PROTECTIVE EQUIPMENT

Members of the Fire Division are protected by state-of-the-art Personal Protective Equipment (PPE). In addition to the expected protection the PPE provides at fires, it protects firefighters from chemicals, weather, blood-borne pathogens, and hazards at accidents and technical rescues. The protective equipment is maintained by following guidelines established by the National Fire Protective Agency. The PPE receives an annual "advanced" professional cleaning by an outside agency.

OVERVIEW OF OPERATIONS

On average, the Fire Division has seen an increase of approximately 10% since 2011. Rescues, including that of household medical calls, continue to result in the greatest call volume, consisting of approximately 65% of all calls.

	2011	2012	2013	2014	Average
Responses	3637	3407	3527	3891	3616

Overall incident responses for 2014 were up 10% from 2013. Emergency Medical Service (EMS) calls for service had a 5% increase, while fire incidents had an 8% increase when compared to 2013. Most EMS incidents result in a patient being transported by ambulance.

Over 55% of all calls occur between the hours of 8:00 a.m. and 5:00 p.m., which is slightly higher than previous years.

TRAINING

TRAINING COMMITTEE

The Portage Fire Division Training Committee is comprised of nine members from all three shifts, including members of all rank (from Battalion Chief to On-call Firefighters). The committee also recruits other members of the Fire Division who have areas of expertise that exceed those that exist on the committee in order to provide the best training possible.

The Training Committee purchased 62 of the most current and modern fire training videos to add to their current resources. Additionally, the Training Committee hired a contractor to build several training props that are housed at the training grounds. These props will be used to focus more on individual skills (ten-minute training drills, for example), where proficiency can be achieved. Included in the props are wire box, training window, hose bed simulator, roof simulator, and forcible entry door.

TRAINING GOALS

- Offer creative, diverse, and challenging training opportunities.
- Create a new “Paradigm” within the Portage Fire Division where training is embraced by all members.
- Focus on “bread and butter,” individual and team skill-based opportunities.
- Employ a “crawl, walk, run” philosophy with regards to skill development.
- Provide live fire training for all members.
- Train with outside area departments in order to build better teamwork on real events.
- Improve Portage training grounds, making it more useful and practical.

TRAINING (CONTINUED)

TRAINING OPPORTUNITIES

During 2014, the Portage Fire Division had several notable training opportunities, including, but not limited to:

The Portage Administration Building was demolished, and, before coming down, crews from all three shifts were able to spend time doing hose line advancements, search and rescue drills, Rapid Intervention Crew (RIC) drills, aerial operations drill, and confined space practical drills.

Some of our newest Company Officers attended the FDTN (Fire Department Training Network) Fire Officer workshop in Kalamazoo. This was a three-day training opportunity where outside instructors from Buffalo, Cincinnati and Indianapolis Fire Departments provided training for new officers. Most of this class was classroom-style; however, officers were given opportunities to do hands-on, fire ground operations. Fire officers from Battle Creek, Kalamazoo, Comstock, and Grand Rapids also participated in this training.

Captains Yuhas and Vermeer brought in an Airplane Simulator to Kalamazoo Airport to host an airport disaster drill where members could practice fighting an airplane fire in a controlled setting. Members from Kalamazoo area departments also participated in the drill.

Jim Lee from Schoolcraft College provided pump and apparatus training on the new Engine 1212. All three shifts learned some basics on pump hydraulics and operations as well as details that are specific to the new Pierce 1212.

2014 TRAINING TOPICS DELIVERED

- Ice Rescue Recertification
- Mechanical Fire Hazards (furnaces, HVAC, etc.)
- FireHouse / iPad Use Refresher
- Company Fire Inspection Refresher
- Winter Driver Training (Portage Practical Course)
- Ventilation/PPA Strategies
- Confined Space Refresher
- Machine Rescue Awareness
- Fire Officer Development – Blue Card Command
- Tactical Considerations for Fire Suppression
- Hazmat Practical – Hazmat Trailer / Decontamination
- MABAS (Mutual Aid Box Alarm System)
- Airport Emergencies – Classroom
- Airport Disaster Drill – Practical
- Aerial Ladder Pick Offs
- Confined Space Practical Exercise
- Hose Deployment / Advancement
- Oriented Search / Rescue
- RIC & FF Survival
- Ground Ladders / Vent Enter Search (VES)
- Pump Training / Hydraulics
- Size Up Skill Development
- Fire Ground Ops
- Sprinkler Systems / Standpipes
- Rope Rescue Practical
- Hazmat – Meth Lab Tabletop
- Highway Safety
- Extrication – Airbags
- SCBA (Self-Contained Breathing Apparatus)
- Engine 2 – In-service Training
- Extrication Scenarios
- Search / Rescue with RIC

TRAINING (CONTINUED)

EMS TRAINING TOPICS DELIVERED

- Cardiovascular Basics
- CPR Recertification
- Airway Management
- OB – Child Birth
- Patient Assessment
- Geriatrics
- Bleeding & Soft Tissue Injuries
- Pediatrics
- CNS Emergencies
- Diabetic Emergencies
- EBOLA Awareness
- Basic Pharmacology for MFR/EMT
- Burns

OTHER TRAINING OPPORTUNITIES REALIZED

- Fire Ground Ops with the Fire Critic & CISD for Firefighters - Winter Seminar
- Technical Rescue Kalamazoo County Group Monthly Trainings
- Hazmat Team Member Monthly Trainings
- MUSAR Ropes Ops Tech/Instructor in Battle Creek
- 5th District Technical Rescue Team Quarterly Skills training
- NFPA Fire Inspector I Certification Course
- FDIC, 2014 Conference
- Trench Rescue Operations in Oshtemo
- Vehicle Extrication Train the Trainer
- FireHouse Conference
- Airport Disaster Drill w/ Airplane Prop, instructed by Captains Yuhas and Vermeer
- 5th District Technical Rescue Team Training for Ropes/Knots, Confined Space and Building Collapse
- Michigan Urban Search and Rescue (MUSAR) / Ropes that Rescue Tower Operations
- FDTN Fire Officer Workshop at KDPS Training Tower
- VES training with Comstock

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:

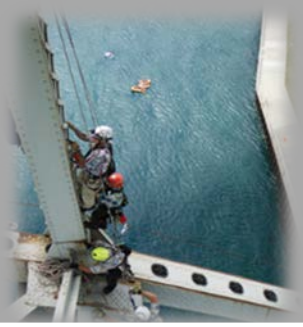
CONFINED SPACE RESCUE

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.

TECHNICAL RESCUES (CONTINUED)

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.

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. The machines are unique in that they often have complicated operating procedures. Numerous industrial businesses reside within Portage, with the potential of such a rescue.

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. Twice a year, Portage firefighters are out on the water or ice, training for this type of emergency.

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.

MI-OSHA (Michigan Occupational Safety and Health Administration) recognizes MUSAR (Michigan Urban Search and Rescue) as the technical experts for setting the standards that Michigan fire departments should employ when performing "technical rescues." To help departments adopt these standards, MUSAR–TF (Training Foundation) has created a series of eight classes, teaching and certifying attendees in the area of each discipline under the umbrella of Technical 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 two members as part of the team.

FIRE PREVENTION DIVISION

FIRE MARSHAL INSPECTIONS

- 58 False alarm investigations
- 5 Business special events
- 16 Business move-in inspections
- 11 Construction site inspections
- 65 Final occupancy inspections
- 15 FOIA investigations
- 8 Fire code violation investigations
- 60 Knox box inspections
- 10 Liquor license inspections
- 2 Citizen complaint investigations
- 31 Fire protection inspections
- 97 Recreational fire permits
- 2 Tent permit inspections
- 17 Spot inspections
- 1 Vacant occupancy inspection
- 26 Hazmat right to know
- 20 State Fire Marshal inspections
- 278 Third party fire inspections

ENGINE COMPANY INSPECTIONS

For the year 2014, engine companies made a total of 3,069 inspection visits to commercial and multi–family residential occupancies. This total includes initial and re-inspections combined.

- 2,277 Annuals
- 125 Annual attempts
- 657 Re-inspections
- 10 Re-inspection attempts

PLAN REVIEWS

- 22 Site plans
- 90 Building plans
- 15 Fire protection plans
- 5 Special events

PUBLIC RELATIONS

- 28 Off-site lecture/demonstrations (1,195 adults / 2,642 children)
- 16 Public relations visits (1,753 adults / 588 children)
- 31 Station tours (196 adults / 313 children)
- 19 Fire code consultations with occupancy owners

PUBLIC RELATIONS EVENTS

Fire Prevention Week was observed October 5-11, 2014. The theme of this year's Fire Prevention Week was "Working Smoke Alarms Save Lives." Fire personnel presented the annual puppet show at eight Portage elementary schools. Overall, there were a total of 17 shows; 46 classes with a total of 812 children and 72 adults. This program has been presented to children for about three decades.

On October 11, 2014, the Portage Department of Public Safety held its ***First Annual Open House***, which featured games, crafts and puppet shows. Sparky was also on hand to entertain the children. A live extrication demonstration was performed. Ambulances from both Pride Care and Life EMS were on site for displays. The Police Division also provided a patrol vehicle for display. Western Michigan University, in cooperation with Kalamazoo County Medical Control, provided hands-on CPR training. Approximately 130 adults and 130 children attended.

Lowe's Fire Safety Event – Lowe's and Escape, Inc. hosted their annual Family Fire Safety Day on October 27. Many activities were available for children, including a Halloween costume contest, Jake the Fire Safety Dog, Life EMS, etc. The Fire Division provided an engine and personnel to help provide fire safety messages to the community.

Two programs are provided annually to the children in Portage schools. The ***fall program*** is for the younger children and involves a fire safety message utilizing puppets, mascots, and firefighters in personal protective equipment. The ***spring program*** is for third graders and utilizes videos to reinforce their previous fire safety message. Emphasis is placed on "Stop, Drop and Roll," smoke detectors, home escape planning, properly calling 9-1-1, and having a designated meeting place.

CAR SEAT INSTALLATION

The Fire Division has six car seat technicians; each technician has completed a 32-hour training program. A total of 244 seats were installed in 2014, with 25 vouchers redeemed by expectant parents for free seats provided by Safe Kids Kalamazoo. The technicians explain the best practices and help parents properly install car seats, as well as discuss the next steps their child will encounter in regard to riding safely. The Fire Division has designated the first Wednesday afternoon every month when parents can schedule a time to have a seat installed. The Portage Fire Division outperforms every other car seat installation facility in Kalamazoo County.

EXTRICATION

Extrication operations has two goals: training and new equipment. Training in 2014 was a continuation of the curriculum set up several years ago with the assistance of START Rescue Training and University of Extrication. More advanced extrication and rescue techniques were begun in 2014. The challenges of large vehicle extrication was also introduced. The second goal was the research and eventual purchase of new extrication equipment for the new Pierce pumper. This equipment provides 10,000 psi of pressure compared to the existing equipment, which is only rated at 5,000 psi, resulting in greater cutting strength, as is needed with the new metals and reinforcement that is utilized in vehicles built today.

ACCREDITATION

The Portage Department of Public Safety – Fire Division committed to achieve the Center for Public Safety Excellence agency accreditation. The Center for Public Safety Excellence, Inc. (CPSE) is a 501(c)(3) nonprofit organization that, for more than a decade, has helped local public safety agencies around the world streamline and improve the services they provide to their communities. CPSE's accreditation program, administered by the Commission on Fire Accreditation International (CFAI), reflects a comprehensive self-assessment and evaluation model. This model enables fire and emergency service organizations to examine their service levels and performance in a way that allows them to compare to industry best practices.

The self-assessment process requires a substantial time commitment of an estimated 1,200 to 1,500 hours over the course of 18 months. During this period, Fire Division staff will be responsible for researching and measuring agency performance, which will be divided into ten categories. Guided by a series of checklists, exhibits, benchmarks, references, and other performance criteria, the self-assessment process promotes excellence and encourages quality improvement by enabling fire and EMS agencies to:

- Define missions and objectives that are appropriate for the jurisdictions they serve.
- Provide a detailed evaluation of the services they provide to the community.
- Identify areas of strength and weakness within the department.
- Create methods and systems for addressing deficiencies while building organizational success.
- Encourage professional growth for both the department and its personnel.
- Provide a forum for the communication of organizational priorities.
- Foster national recognition by colleagues and the public.
- Create a mechanism for developing strategic and program action plans.

By achieving this accreditation, the Portage Department of Public Safety has the potential to dramatically improve the department, its services, and its vision for the future. Upon successful completion of this process, the Portage Department of Public Safety will be the first public safety agency in Michigan to achieve both fire and police service accredited status. The department plans to submit for approval in 2015.

IN THE SPOTLIGHT - DEPARTMENTAL AWARDS

On July 7, 2014, the Portage Department of Public Safety held their 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 ***Janet Corstange,*** for her dedication as a volunteer, assisting in the Department of Public Safety Records Section for more than 24 years.

Employee of the Year – Non-sworn: Dispatcher ***Ryan Enderich***, for his dependability and readiness to assist coworkers at any given moment. He is described by his peers and supervisor as "always going the extra mile."

Employee of the Year – Sworn: Officer ***Brannon Pierman***, for his outstanding diligence, perseverance, alertness, professionalism, and compassion under routine, stressful, or emergency situations.

On-Call Firefighter of the Year: Firefighter ***Brad Welniak***, for consistently meeting the ride-time, training, and response levels demanded of his position, and for his demonstration of exceptional mechanical aptitude.

Firefighter of the Year – Career: Firefighter ***Bill Graham***, for assuming additional responsibilities of plan review, inspections, and meetings while the Fire Marshal position was vacant. Firefighter Graham is a State Certified Fire Inspector and Plans Examiner.

IN THE SPOTLIGHT (CONTINUED)

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: Officer ***Brannon Pierman***, for his calm and controlled demeanor while exhibiting care and professionalism during a horrific fatal accident.

Lifesaving Award may be awarded to a Fire Division employee for actions that significantly contribute to the saving of another's life.

Lifesaving Award: Firefighter ***Todd Dunfield***, for his courage and perseverance during rescue efforts of an employee at an industrial accident.

Award of Bravery may be awarded for an act of outstanding personal bravery performed in the line of duty at imminent personal hazard of life or under unusual adverse conditions.

Award of Bravery: Lieutenant ***Brian Vanden Brink***, for his bravery and exemplary commitment to duty during an encounter with an armed suspect.

Innovation Award may be awarded for outstanding innovative accomplishment that results in improved public service, operations or administration, or a substantial savings to the City. This award will be considered for efficiency and effectiveness that goes beyond the normal assignment expectations.

Innovation: Dispatcher ***Valerie Halcomb,*** for her creativity and ability in developing and implementing a process that has improved the efficiency and effectiveness of the Communications Center.

Innovation: Dispatcher ***Kim Saidla***, for her outreach to the less fortunate in the collection of clothing and other items.

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

Unit Citation: Captains ***Gary Bragg*** and ***Kevin Hawkey,*** Battalion Chief ***Richard Palmer,*** Firefighters ***Aaron Chase, Nick Havercamp, Tom Huss, Steve Nuyen, Tom O'Reilly, Mike Voss,*** and ***Mike Walker***, for their rescue of an employee at an industrial accident.

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

Letter of Commendation: Officers ***Ronald Clark, Geoffrey Joseph, Nathan Slavin, Brett Stapert,*** and ***Eric Vesey***, and Dispatchers ***Dennis Cox*** and ***Valerie Halcomb***, for their calm demeanor and professionalism during a report of an active shooter.

Letter of Commendation: Detective ***Randy Dylhoff***, for his diligent investigation of an embezzlement.

Letter of Commendation: Battalion Chief ***Tim Foley***, for his continued contributions in children's fire safety educational programs.

Letter of Commendation: Dispatchers ***Sandra Gieber*** and ***Runata Greer***, for their efforts in coordinating initial aid during a hazardous material vehicle fire.

Letter of Commendation: Dispatchers ***Runata Greer*** and ***Marcia Johnson***, for their diligent efforts in locating a woman being held against her will.

Letter of Commendation: Officer ***Aaron Ham***, and Detectives ***James Lord*** and ***James Myers***, for their thorough investigation of credit card frauds.

Letter of Commendation: Dispatcher ***Kim Saidla***, for her persistence in obtaining aid for a suicidal person.

Letter of Commendation: Officer ***Eric Vesey***, for his determination and thoroughness while investigating coin-operated device burglaries.

Letter of Commendation: Captain ***John Yuhas*** for his dedication and tireless efforts with the Kalamazoo County Hazmat Team.

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..... 384-8171

DISTRICT LIBRARY 329-4544

FINANCE (TAX AND BILLING INFORMATION)..... 329-4455

PARKS, RECREATION AND PROPERTY MANAGEMENT..... 329-4522

SENIOR CENTER SERVICES..... 329-4555

STREETS & EQUIPMENT 329-4444

TRANSPORTATION & UTILITIES..... 329-4444