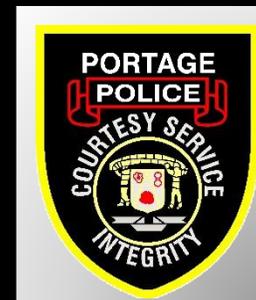


2015 Annual Report



**PORTAGE DEPARTMENT
OF PUBLIC SAFETY**

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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
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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 2014 and was awarded reaccredited status in March of 2015.

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	<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>

POLICE DIVISION HISTORY (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>
March 2015	<i>Received C.A.L.E.A. Reaccreditation</i>
July 2015	<i>Implemented Motorcycle Patrols</i>
December 2015	<i>Implemented Canine Program</i>

2015 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 73 full-time employees, 9 part-time employees, and 8 volunteer reserve officers.

The Police Division is authorized a total of 53 full-time and two part-time sworn officers.

The average age of a sworn Portage Police Officer is 38 years, with an average seniority with the department of 11 years.

The average education for officers is 16 years (bachelor's degree level). Collectively, the officers received 24 associate's degrees, 30 bachelor's degrees, and 4 master's degrees.

The Police Division responded to 22,075 calls for service in 2015.

The Police Division investigated 1,540 Part 1 and 3,933 Part 2 crimes.

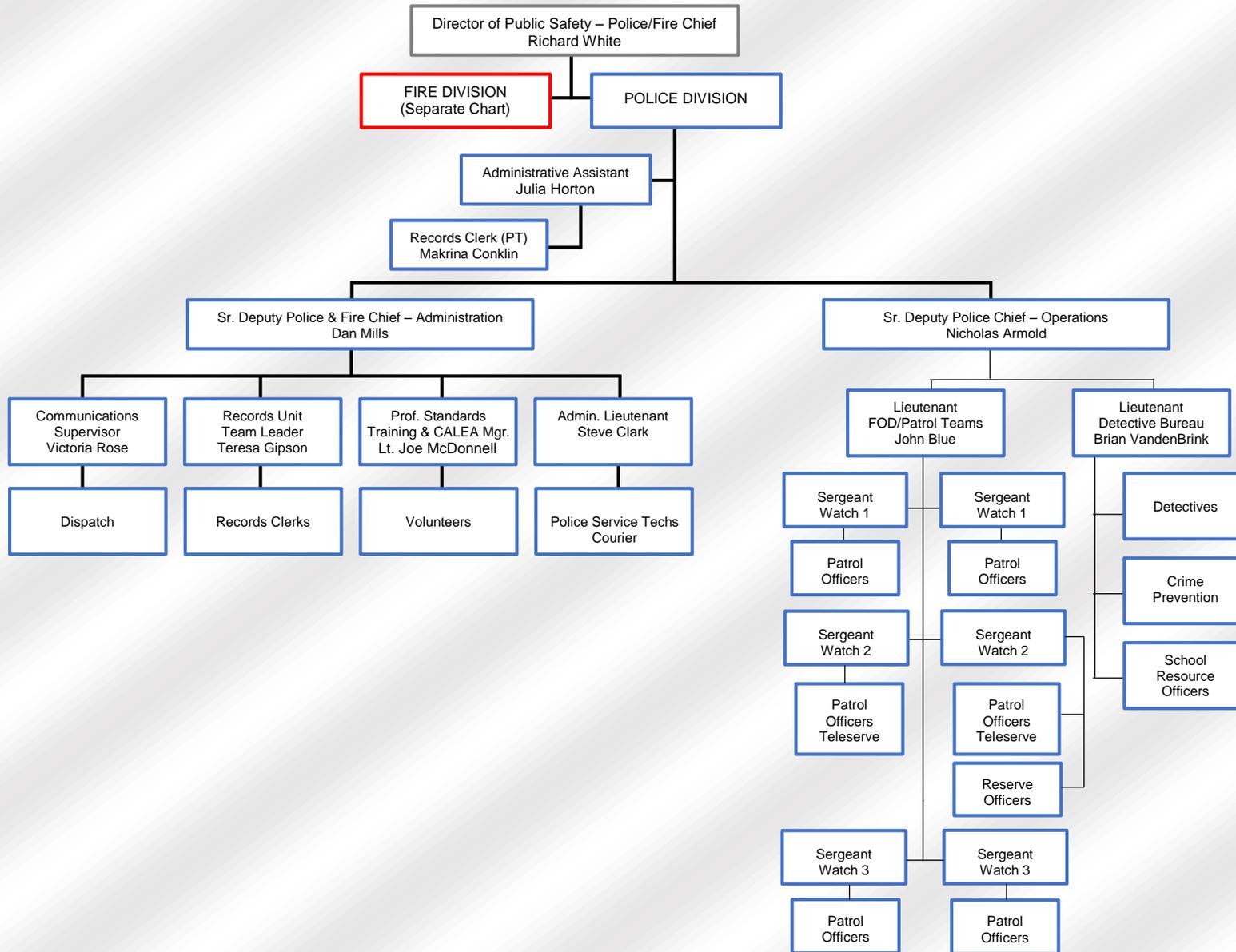
The most frequently occurring crimes in Portage in 2015 were Violation of Court Orders (1,230), Larceny (645), Retail Fraud (574), Assault (429), and Drug Offense (359).

Officers arrested 4,201 adults on 4,596 charges and 222 juveniles on 255 charges in 2015.

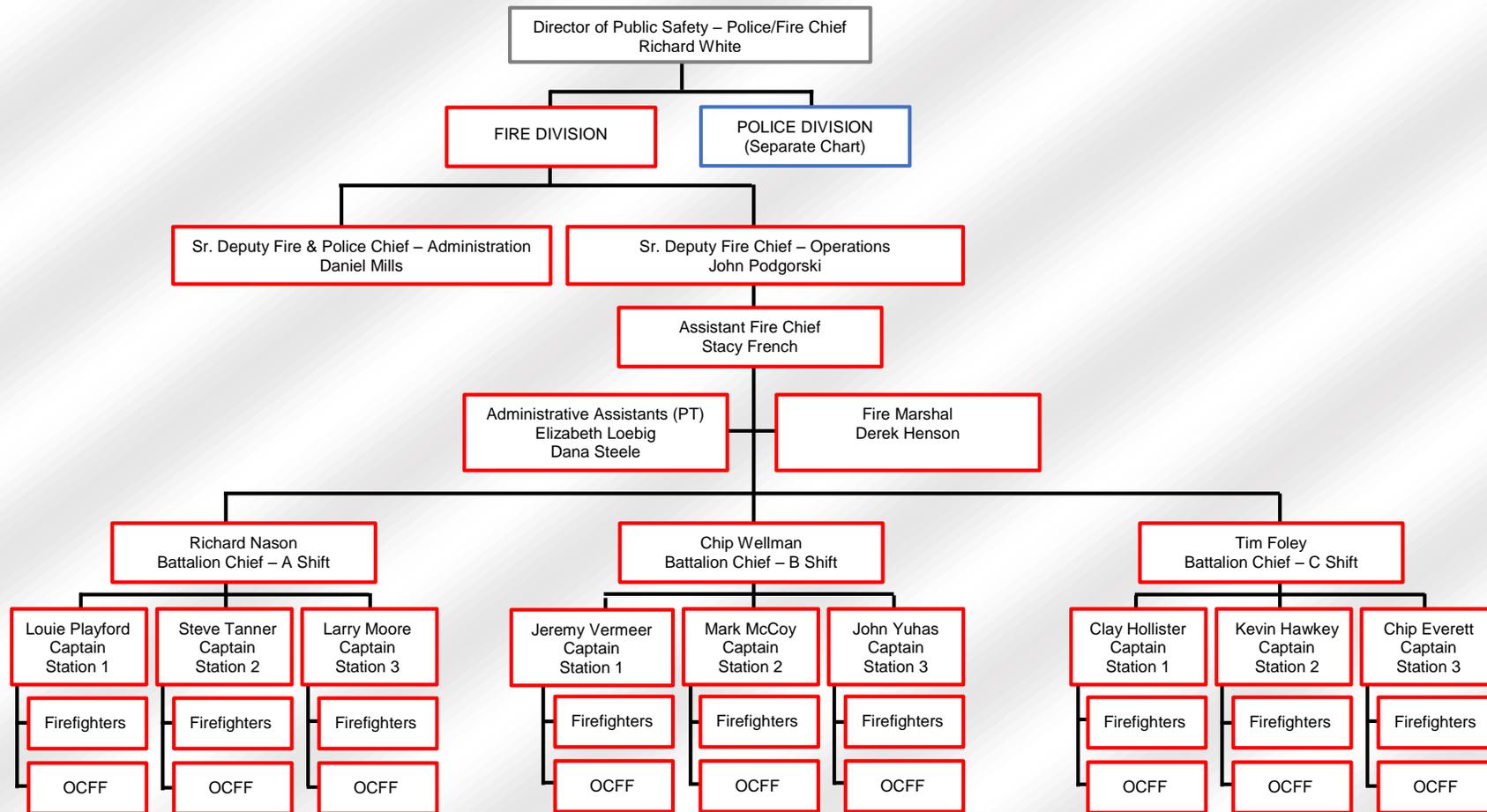
The Department handles dispatching, communications, and records for both the Police and Fire Divisions.

The Police/Fire Communications Center consists of 12 full-time radio operators. The Communications Center handled 22,075 police calls for service, 4,233 fire calls for service, and 26,105 other miscellaneous dispatches in 2015. The Center also handled 30,514 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 2011, 2012, 2013, 2014 and 2015:

	2011	2012	2013	2014	2015	
How Received	Internal	23	13	19	9	10
	External	11	12	13	14	12
How Processed	Supervisory Review	11	10	11	14	7
	Internal Affairs	23	15	21	9	15
Nature of Complaint	Rude/Unprofessional	4	2	3	4	4
	Insubordination	0	0	0	1	0
	Dispatch/Policy Violation	1	2	4	5	4
	Rules & Regulations/Policy Violation	24	17	9	9	3
	Inadequate/Improper Investigation	0	0	0	0	0
	Use of Force	0	2	3	2	1
	Other	5	2	13	2	10
Findings	Not Sustained/Unfounded	9	13	13	15	12
	Sustained	25	11	23	8	10
	Policy Failure	0	1	0	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.

COMMUNICATIONS & TECHNICAL SERVICES

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 2015, radio operators handled 4,233 fire incidents and 22,075 police incidents, and processed 1,597 warrants and 30,514 other miscellaneous calls for service.



The Communications Center features four console positions, which include 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.

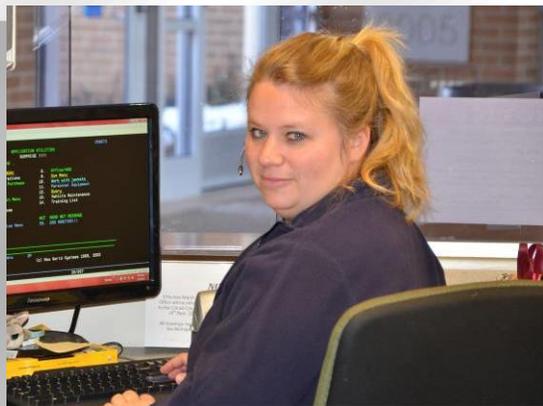
In early 2006, records personnel began scanning ancillary documents into the case file, and, as a result, an entire case can be viewed and/or printed from any computer in the police division, greatly decreasing the need for photocopying by records staff. Approximately 167,809 documents have been scanned since 2006.

2015

Records Staff Processed:

2,042	FOIA Requests
1,490	Accidents
10,579	Cases
4,201	Adult Arrests
222	Juvenile Arrests
1,103	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 2015, 232 permits to purchase were issued, and 1,279 handguns were registered.

ADMINISTRATIVE SECTION (CONTINUED)

PROPERTY AND EVIDENCE

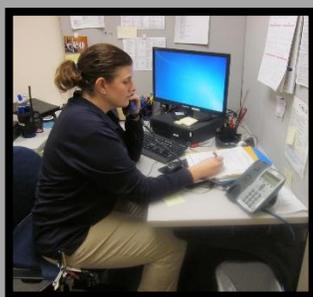
The Property and Evidence unit receives all evidence and property found by, turned in to, or collected by police personnel. The unit has a Property Custodian, Diane Malz, whose duties and responsibilities are to ensure and maintain the safe, secure storage of evidence and property.

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 2015, 3,204 items were logged into property, and 3,260 items were disposed of in evidence. These figures represent almost exactly a 1 to 1 ratio, which is considered ideal for a property room. 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.

CRIME STATISTICS

CRIME	2011	2012	2013	2014	2015	% Change 2014-2015	% Change 2011-2015
PART 1 OFFENSES							
Murder/Non-negligent Homicide	0	0	1	0	1	+100%	+100%
Criminal Sexual Conduct	20	28	16	9	12	+33%	-40%
Robbery	13	15	12	18	21	+17%	+62%
Aggravated/Felonious Assault	45	37	45	37	44	+19%	-2%
Arson	6	7	2	4	4	0%	-33%
Burglary	224	181	163	161	165	+2%	-26%
Larceny	816	772	706	611	645	+6%	-21%
Motor Vehicle Theft	30	42	38	41	36	-12%	+20%
Retail Fraud	620	669	726	678	574	-15%	-7%
TOTAL PART 1	1,774	1,751	1,709	1,559	1,502	-4%	-15%
PART 2 OFFENSES							
Negligent Homicide	0	1	0	1	1	0%	+100%
Kidnapping	3	2	3	1	2	+100%	-33%
Stalking	24	32	24	23	38	+65%	+58%
Extortion	1	0	1	1	0	-100%	-100%
Forgery/Counterfeiting	23	30	18	41	35	-15%	+52%
Fraud	162	187	187	215	273	+27%	+69%
Embezzlement	37	32	28	27	30	+11%	-19%
Recovered Stolen Property	18	21	13	7	14	+100%	-22%
Malicious Damage to Property	305	265	226	228	291	+28%	-5%
Drug Offenses	262	401	399	379	359	-5%	+37%
Obscene Material	2	4	3	6	4	-33%	+100%
Weapons Offenses	36	35	23	43	37	-14%	+3%
Retail Fraud (misc. categories)	11	10	17	36	13	-64%	+18%
Non-aggravated Assault	440	456	404	408	385	-6%	-12%
Illegal Entry	28	20	18	19	33	+74%	+18%
Bad Checks	32	19	23	20	28	+40%	-12%
Sex Offenses	39	30	37	31	40	+29%	+3%
Family Offenses	20	18	17	16	17	+6%	-15%
Liquor Violations	116	164	105	71	78	+10%	-33%
Hindering and Obstructing	88	92	93	86	106	+23%	+20%
Obstructing Justice	862	894	1239	1214	1230	+1%	+43%
Disorderly/Public Peace	555	482	413	305	311	+2%	-44%
Hit & Run Accidents	220	208	212	191	103	-47%	-53%
Driving While Intoxicated	178	214	221	181	162	-10%	-9%
Trespassing	122	130	123	108	145	+34%	+19%
Runaway	67	67	60	69	50	-28%	-25%
Other Part 2	263	318	229	218	186	-15%	-29%
TOTAL PART 2	3,914	4,132	4,136	3,945	3,971	+1%	+7%
GRAND TOTAL OFFENSES	5,688	5,883	5,845	5,504	5,473	-1%	-1%

TRAINING & VOLUNTEER SERVICES

TRAINING

The Police Training division is coordinated by Lieutenant Joseph McDonnell, a 26-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 2015, 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 2015, police officers received approximately 3,323 hours, or 415 days, of training.

TRAINING & VOLUNTEER SERVICES (CONTINUED)

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 1,579 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 2015, reserve officers volunteered 474 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 Arnold

Nicholas J. Arnold 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 Arnold 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 Arnold 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 Arnold also served as a police officer for the City of Pleasant Ridge before joining the Huntington Woods Department of Public Safety.

Deputy Chief Arnold 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 Arnold has held various assignments in patrol, field training, accreditation manager, and investigations.

FIELD OPERATIONS (continued)

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 22,000 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.



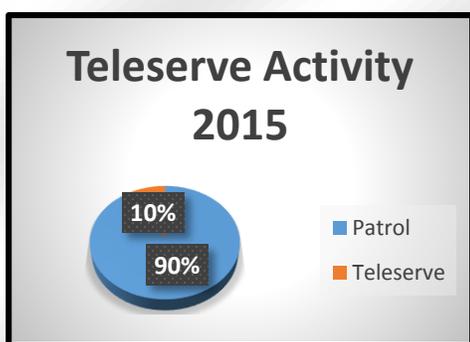
Canine Rocco is a new addition to the Portage Department of Public Safety. Rocco is a two-year-old German Shepherd that was born in the Netherlands. He is a dual-purpose canine, specializing in patrol work, drug detection, tracking suspects who have fled from police, searching for missing or endangered persons, building searches for suspects involved in certain high-risk crimes, area searches for articles/evidence, handler protection, and criminal apprehension. Rocco is also utilized for public relations and educational demonstrations throughout the city. Prior to patrolling the City of Portage, Rocco and his handler, Officer Jordan Wentworth, completed an intensive five-week handler school through Blue Line Police K-9, where they learned to work together as a team. Officer Wentworth and Rocco continue their training on a regular basis. Rocco is available to assist all Portage Department of Public

Safety officers and surrounding agencies at their request. Rocco is a valuable asset to the Portage Department of Public Safety and our community, and he is looking forward to a long, exciting career!

FIELD OPERATIONS (CONTINUED)

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 2015, Teleserve officers handled approximately 10% 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 identified as DDACTS (Data Driven Approaches to Crime and Traffic Safety) meetings, where supervisors present solutions to identified issues surrounding their specific teams and crime during their specific shift.

The Crime Prevention Officer, assigned to the Detective Bureau, meets weekly with the Senior Deputy Chief of Field Operations, who, as part of DDACTS, 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.

FIELD OPERATIONS (CONTINUED)

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 2015, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT team, were utilized on 22 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 2015, 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 2015 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.



FIELD OPERATIONS (CONTINUED)

DETECTIVE BUREAU (DB)



The Detective Bureau (DB) 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).

DRUG LAW ENFORCEMENT – PUNT

In October of 2014, the Portage Uniformed Narcotics Team (PUNT) was formed to specifically investigate complaints involving controlled substances. Officers assigned to the team focus on conducting more intensive drug investigations by utilizing intelligence gathering, surveillance and uniformed and plainclothes operations. The unit is comprised of at least one patrol officer from each of the patrol teams, a detective, a community policing officer, and a sergeant. The unit is commanded by the Patrol Operations Lieutenant.

FIELD OPERATIONS (CONTINUED)

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 DB 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 TECHNICIANS



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

WHERE WE HAVE BEEN...

...AND WHERE WE ARE TODAY

As of 2015, the City of Portage has approximately 21,000 residential units, over 2,300 commercial properties, and a population of over 47,000. The number of calls for service by the Fire Division in 2015 was 4,226, nine percent more than 2014. Over 3,000 company inspections are now being completed on an annual basis. Sixty-one public education events were provided this year for the citizens of Portage, which included over 1,700 adults and 3,000 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 and credentialed through the Center for Public Safety Excellence as a Chief Fire Officer.



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.

Dana Steele joined the Department of Public Safety-Fire Division in November of 2014. 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.

Dana graduated from Georgian Court University, earning a Bachelor of Arts degree in Sociology and Religious Studies



Betsy Loebig



Dana Steele

FIRE DIVISION SECTION HEADS

Captains Mark McCoy, Scott Dean and Gary Bragg oversee station maintenance and repair, maintain station appearance, and assist **Captain McCoy** 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.

Battalion Chief Rick Nason 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:

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
- Tower 1241 (Sutphen 110' Aerial)

Minimum staffing at this station is three:

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

Station 1
7830 Shaver Road



Maximum staffing 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

Staffing 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

Staffing at Station 3:

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

APPARATUS

The primary function of the apparatus section is to maintain vehicles for emergency and support responses. The fleet currently includes three engines, one tower, one truck, two basic life support rescue units, one command unit, one brush truck, one multi-purpose vehicle, and a cargo trailer carrying technical rescue equipment. Three additional four-wheel drive vehicles are maintained in order to meet the support staff and administrative functions of the Fire Division.



The City of Portage has accepted a bid for a Pierce Impel Pumper very similar to Engine 1212 as a replacement for Engine 1213. The Fire Division anticipates placing this engine in-service in late 2016.

Also, the Fire Division updated much of the emergency lighting on fire apparatus with light-emitting diode (LED) lights in an effort to improve safety. This update will decrease maintenance cost and improve the visibility of the emergency units.

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

The number of responses by the Fire Division in 2015 increased approximately 24% since 2012. Rescues, including that of household medical calls, continue to result in the greatest call volume, consisting of approximately 65% of all calls.

	2012	2013	2014	2015	Average
Responses	3407	3527	3891	4226	3763

Responses to medical emergencies and responses to fire incidents increased, when compared to 2014.

Over 56% 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 uses 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.
- Improve training committee support to the battalion chiefs and shifts in order to deliver the best possible training product.
- Focus on “bread and butter,” individual and team skill-based opportunities.
- Continue to employ a “crawl, walk, run” philosophy with regards to skill development.
- Focus on fire ground evolutions to improve crew performance and efficiency.
- Train with other agencies in order to build teamwork.
- Send members to fire camp and engine and truck company workshops to train under realistic fire conditions.
- Improve Portage training grounds, making it more useful and practical.

TRAINING (CONTINUED)

TRAINING OPPORTUNITIES

During 2015, the Portage Fire Division participated in several notable training opportunities, including, but not limited to:



Two instances at the Kalamazoo Regional Training Tower.

The first was a Flashover Simulation. Under controlled conditions, firefighters and officers were able to watch fire growth building until the entire room “flashes.” Participants were taught what to look for and how to prevent such events through proper hose line / nozzle stream actions and ventilation.



Also at the Kalamazoo Regional Training Tower, live fire evolution of a “room and content” fire scenario was demonstrated. Firefighters and officers were presented with a real life type event, getting hands-on experience with pulling hose lines, advancing them through a structure and to the seat of the fire.

The Portage Playtime Billiards was demolished, and, before coming down, fire crews were able to spend time doing hose fire advancements, search and rescue drills, RIC drills, aerial operations, roof ventilation, and skill evolutions.

In a two-day aerial operations course, the strategies of how to properly use an aerial apparatus on the fire ground was presented. Fire personnel were able to practice using the aerial with buildings in Portage and Kalamazoo.

2015 TRAINING TOPICS DELIVERED

- Company Fire Inspection Refresher
- Hazmat Awareness / Operations Tabletop Exercise
- Blood-borne Pathogens / Communicable Diseases / Respiratory Program - MIOSHA
- Avoiding the Mayday
- Art of Reading Smoke
- Ice Rescue Awareness and Recertification
- 4 Gas Detector Operations
- Driver Training Course
- Critical Stress Incident Debriefing and Personal Wellness
- Flashover Simulator at Kalamazoo Regional Training Tower
- Aerial Operations Course
- Engine Company Master Streams
- Engine Company Hose Drills
- Extrication Using Air Bags
- Hazmat Operations Using Decon and Zumero
- Ground Ladders
- Rope Rescue Awareness
- Confined Space Awareness
- Advanced Hydraulics
- Leadership Training
- Fire Ground – Hose Line Advancements
- Fire Ground – Roof Operations/Ventilation
- Fire Hydraulics 101
- Extrication Tool Maze
- Building Construction and Building Code Review
- Highway Safety / Driver Safety
- Self-care for First Responders
- Kalamazoo Airport Fire Department Tour

TRAINING (CONTINUED)

EMS TRAINING TOPICS DELIVERED

- Life EMS Equipment
- Cardiovascular Basics
- Q-CPR
- EMS Protocol Updates
- Substance Abuse
- Respiratory and Airway
- Pride Care EMS Equipment
- Strokes – CVA and TIA
- Patient Assessment/Vital Signs
- Behavioral Emergencies
- Emergency Preparedness
- Basic Pharmacology for First Responders
- Pediatrics – Special Considerations

OTHER TRAINING OPPORTUNITIES REALIZED

- Making Yourself Hard to Kill
- Technical Rescue Kalamazoo County Group Monthly Trainings
- Hazmat Team Member Monthly Trainings
- FireHouse Conference
- 5th District Technical Rescue Team Quarterly Skills training
- Fire Department Training Network Fire Camp
- Aerial Operations
- Kalamazoo Regional Training Tower
- Kalamazoo Airport Fire Department and Air Traffic Control Tower

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

- 345 Third Party Inspection Reports
- 10 False Fire Alarm
- 10 Business Move-in
- 67 Final Occupancy
- 111 New & Renewal Campfire Permits
- 19 Construction Site Code Compliance
- 2 Citizen Complaints
- 39 Fire Code Consultations
- 7 Fire Lane
- 30 Freedom of Information Act
- 8 Fireworks Sales or Displays
- 6 Hazmat Right to Know
- 66 Key Box Maintenance
- 50 Fire Protection
- 13 State Fire Marshal Reports
- 10 Temporary Occupancy
- 29 Tier II Reports
- 5 Water Main Finals
- 3 Tent Inspections
- 1 Liquor License
- 1 Emergency Evacuation/Sheltering
- 58 Other

ENGINE COMPANY INSPECTIONS

For the year 2015, 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.

- 2,458 Annuals
- 192 Annual attempts
- 455 Re-inspections
- 20 Re-inspection attempts

PLAN REVIEWS

- 17 Site plans
- 77 Building plans
- 49 Fire protection plans
- 20 Special events

PUBLIC RELATIONS

- 22 Off-site lecture/demonstrations (900 adults / 1,248 children)
- 11 Public relations visits (632 adults / 1,790 children)
- 28 Station tours (165 adults / 306 children)
- 242 Car seat installations
- 82 Smoke alarms installed in 15 residences

FIRE PREVENTION DIVISION (CONTINUED)

PUBLIC RELATIONS EVENTS



Fire Prevention Week was observed October 4 -10, 2015. The theme was “Hear the Beep Where You Sleep,” with the emphasis on having smoke detectors in every sleeping area. Fire personnel presented a puppet show at eight Portage elementary schools, with a total of 751 children and 165 adults.

On October 10, 2015, during Fire Prevention Week, the Portage Department of Public Safety held its **Second Annual Open House**, which featured games, crafts and puppet shows. A live residential fire sprinkler demonstration was presented, which focused on the importance of smoke alarms and the benefits of home fire sprinklers. Burn cubes were set up, which simulated two rooms, one having

residential fire sprinkler protection, and the other without. Smoke alarms placed in the units demonstrated their warning capability by sounding very early in the demonstration. In the protected unit, the sprinkler activated and controlled the fire until fire department personnel completely extinguished it. In the unprotected unit, the fire progressed to flashover.



The event also featured displays from the Police Division. Approximately 500 people attended, which more than doubled the attendance from the first year.

Lowe’s Fire Safety Event – Lowe’s hosted an 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.



During October, Fire Division personnel wore pink gloves in recognition of **Breast Cancer Awareness Month**. In addition, fire crews provided pamphlets from Susan G. Komen for The Cure to anyone who had questions pertaining to the disease and its treatment.

CAR SEAT INSTALLATION

The Fire Division has six car seat technicians; each technician has completed a 32-hour training program. A total of 242 seats were installed in 2015, with 28 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 and the first Saturday 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.

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 expects to receive the award in 2016.

Designations offered by the Commission on Professional Credentialing (CPC) are internationally recognized third-party verification of professional competence in fire and emergency services. CPC offers several designations, including Chief Fire Officer, Chief EMS Officer, Chief Training Officer, Fire Marshal and Fire Officer. Achieving the designation requires a strong educational background; diverse participation in emergency services at the local, state and national level; and demonstrated involvement in the broader community, all validated by emergency services peers.

In 2015, two Captains (Steve Tanner and John Yuhas) and one Battalion Chief (Rick Nason) achieved their Fire Officer designation. Fire Marshal Derek Henson received his Fire Marshal designation, Captain Chip Everett received his Chief Training Officer designation, and Assistant Fire Chief Stacy French received his Chief Fire Officer designation.

IN THE SPOTLIGHT - DEPARTMENTAL AWARDS



On April 22, 2015, 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: Chaplain **Kevin Hovenkamp**, for his many hours offering spiritual assistance to both crime and accident victims and public safety personnel. He demonstrates tremendous caring and compassion to all.

Employee of the Year – Non-sworn: Police Service Technician **Diane Malz**, for her remarkable dedication to and improvement of the property and evidence function of the Police Division.

Employee of the Year – Sworn: Detective **Randy Dylhoff**, for his outstanding diligence and extensive investigation of a crime committed against a vulnerable 91-year-old victim. The suspect was brought to justice.

On-Call Firefighter of the Year: Firefighter **Andy Toepfer**, for his extensive volunteer work and dedication in responding to calls for service. Firefighter Toepfer responds to more calls than other on-call firefighters.

Firefighter of the Year – Career: Captain **Kevin Hawkey**, for consistently performing his responsibilities with a high level of quality and professionalism. Captain Hawkey also participates in several hazardous material and technical rescue teams within Kalamazoo County.

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: Detective **Jim Lord**, for his relentless and diligent efforts in the investigation and arrest of a child sexual predator.

Meritorious Service: Captain **Steven Tanner**, for his dedicated service and tireless efforts in managing multiple projects and processes.

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

Lifesaving Award: Captains **Clay Hollister** and **Jeremy Vermeer**, for their courageous actions that resulted in saving life at the scene of a house fire.

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: Lieutenant **Steven Clark**, for initiating the first "Biggest Giver Challenge," which resulted in aiding the poor and needy in the collection of food supplies.

Innovation: Detective **Michele Kozminske**, for her creative and caring efforts in the design and development of a "soft" interview room.

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

Unit Citation: Captain **John Yugas** and Firefighters **Dave Carroll, Larry Moore, Jim Snowden, Paul Quezada, Andrew Toepfer**, and **Matthew Wiegand** for their collaborative efforts that resulted in saving life at the scene of a house fire.

IN THE SPOTLIGHT (CONTINUED)

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

Letter of Commendation: Officer **Jermaine Bryant**, for his keen observations, determination, and thorough investigation and arrest of a home invasion suspect.

Letter of Commendation: Officer **Adam Dmoch**, for his quick actions, rendering aid to an unconscious citizen.

Letter of Commendation: Crime Prevention Officer **Kyle Doster** and Detectives **Randy Dylhoff, Dereck Hess, Michele Kozminske, Jim Lord, and James Myers**, for their diligence and collective team investigation, resulting in the arrest of an armed robbery suspect.

Letter of Commendation: Fire Marshal **Derek Henson** for his efforts and accomplishments in the development of the first annual Fire Division Open House.

Letter of Commendation: Detectives **Dereck Hess** and **James Myers**, for their diligence and determination, demonstrated during the investigation and subsequent arrest of a burglary suspect.

Letter of Commendation: Officer **Nicholas Mattson** for his diligent and persistent efforts during the investigation and arrest of a suspect operating a methamphetamine lab.

Letter of Commendation: Radio Operator **Deanna Norris** for her calm demeanor and extraordinary efforts, aiding a woman wanting to commit suicide.

Letter of Commendation: Radio Operators **Kim Saidla** and **Brian Stulgaitis** for their persistence and ingenuity in obtaining valuable information for fire personnel during an active residential fire.

Letter of Commendation: Officer **Brett Stapert** for his extraordinary service to a citizen in the recovery of lost money.

Letter of Commendation: Officers **Brett Stapert** and **Bryan Taffee** for their keen observations, diligence, and collaborative efforts in the apprehension of an armed robbery suspect.

Letter of Commendation: Officer **Eric Vesey** for his keen observations and decisive actions, resulting in the arrest of a suspect for reckless driving involving death.

Letter of Commendation: Officer **Eric Vesey** for his keen observations, diligence, and thorough investigation, resulting in the arrest of burglary suspects.

Letter of Commendation: Firefighter **Mike Walker** for his initiative and ingenuity resulting in improved efficiencies.

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
FACEBOOK <https://www.facebook.com/PortageDepartmentofPublicSafety/>

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 AND RECREATION 329-4522

PUBLIC SERVICES 329-4444

SENIOR CENTER SERVICES..... 329-4555

TRANSPORTATION & UTILITIES 329-4422