

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# Onsite Final Report

**Berkley Department of Public Safety**  
**July 27-28, 2023**



**Team Leader: Rick Grillo**  
**Team Member: Tyler Hollingsworth**



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



Berkley Public Safety  
2395 W. Twelve Mile Road  
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Matt Koehn  
Chief of Police  
[mkoehn@berkleypublicsafety.net](mailto:mkoehn@berkleypublicsafety.net)

Lt. Andrew Hadfield  
Accreditation Manager  
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**B. Dates of the On-Site Assessment:**

Thursday, July 27, 2023 through Friday July 28, 2023

**C. Assessment Team:**

1. Team Leader: Richard Grillo, Captain  
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2. Team Member: Tyler Hollingsworth, Officer  
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## **D. Community and Agency Profile:**

### **1. Community History**

Before 1815, the area along the Saginaw Trail, north of Twelve Mile Road (now Roseland Cemetery) was the site of Ottawa Indian Gardens. The Gardens included irrigation ditches and already had trees growing on them that were more than 4 feet around when the first settlers arrived. There was a flowing artesian spring near Coolidge and Wiltshire that was the water supply for the village until 1926. It is now directed to the Twelve Town Drain.

1910 The first phone line was strung along 11 Mile Road and links ten subscribers.

1913 The farms were all sold and made into subdivisions between 1913 and 1919.

1919 Construction was begun on Berkley School on Berkley Avenue north of Catalpa.  
Electric lights came to Berkley.

1919 First outing by Berkley neighbors and friends which was the origin of Berkley Days.

1922 Phone service is now provided 24 hours a day.

1923 Berkley Village Charter written.

1923 Our Lady of Refuge Catholic Church was built on Catalpa on the property that is now Community Field.

1923 First General Election for the Village of Berkley.

1923 The first village purchase was for a tractor used for pulling long lines of cars through the mud and snow to Woodward for the drive to and from work as well as any work the city needed done.

1924 House numbers are being placed in the village.

1924 First water main in place to receive water from Royal Oak.

1924 First Police Department formed comprised of Police Chief Allen L. McCabe and four patrolmen. Chief Allen was also appointed Fire Chief.

1929 U.S. Federal Census lists 5,558 people in the Village of Berkley.

1943 Berkley voters approve a city manager form of government, the first City Manager was David King.

2023 – Berkley celebrates 100 years.

## 2. Agency Profile

The City of Berkley was founded in 1923, originally as a farm village, covering the area now known as Woodward Corridor from 12 Mile to 11 Mile and west to Greenfield. The public Safety department was originally a separate Police and Fire created in 1927, and merged to “Public Safety” in 1970. In 1928 Berkley would house prisoners from other cities, and still does to this day for surrounding Huntington Woods, Pleasant Ridge and Lathrup Village. Berkley houses one of the oldest schools, dating back to 1921 as “Angell Elementary”.

The Public Safety Department merged into the new “Frank Irons” Public Safety Building in 1989, where the agency currently works out of. The building received considerable upgrades in 2020, including expansion of the fire hall to fit its 104’ Rosenbauer Ladder Truck, upgrades to Dispatch, report writing, cafeteria, and almost the entire first floor.

Berkley Public Safety also is a large component of the Woodward Dream Cruise, as we host the Classic Car Parade the Friday before, covering over 400 cars and 20,000 visitors.

Berkley Public Safety covers 2.6 square miles along the Woodward Corridor, between 11 Mile and 12 ½ Mile, and Greenfield as the western border. Woodward is one of the busiest main roads in Oakland County.

Berkley Public Safety is led by Director Matt Koehn. There are three lieutenants, seven sergeants, twenty public safety officers, nine dispatchers, two records clerks, and one animal control officer.

## 3. Community Demographics

Population: 15,194 people, 7,067 households.

88% Caucasian, 3.2% African American, 0.3% Native American, 1.3% Asian, 0.1% Pacific Islander, 5.9% other/two races, 1.8% Latino/Hispanic.

Average Age 37.2, with 12.6% over 65, and 52.3% Female / 47.7% Male.



#### 4. CEO Biography



##### **Director Matt Koehn**

In October, 2017 Chief Matt Koehn was hired by the City of Berkley as the Director of Public Safety. Chief Koehn began his career in public safety shortly after graduation from Berkley High School as a volunteer firefighter for the City of Huntington Woods.

In 1986, he was hired by the Farmington Hills Police Department and attended the Oakland Police Academy. After graduation from the police academy he held assignments as a Patrol Officer, Evidence Technician, Range Officer/Firearms Instructor, Uniform Narcotics Enforcement Group Member, Surveillance/Narcotic Enforcement Officer, Detective, and Homicide Investigation

Team member.

In January, 2001 he was promoted to the rank of Sergeant assigned to the Patrol Division as a Patrol Supervisor, also supervising the Evidence Technician Unit. In May, 2004 he was promoted to the rank of Lieutenant where he remained assigned to the Patrol Division as a Shift Commander, Evidence Technician Unit Commander, and K-9 Unit Commander. In November, 2004 he was transferred to the Administrative Bureau where he was the Administrative Division Lieutenant, supervising the Crime Prevention Section, Records Division, Training Unit, and the Planning/Technology/Research Unit of the Bureau.

In February, 2010 he was promoted to the rank of Commander, supervising the Administrative Bureau, including Administrative Division, Crime Prevention Section, Records Division, Communication Section, Support Services Division, Court Services, Training Unit, and Planning /Technology/Research. In April, 2012 he was transferred to the Investigative Bureau, supervising two squads of Detectives, Drug Section, Surveillance Section, Oakland County Auto Theft Detective, Oakland County Narcotic Enforcement Team Detective, Drug Enforcement Agency Detectives, and Michigan Department of Corrections Agent assigned to the Department.

In July, 2015 he was promoted to the rank of Assistant Chief of Police and transferred to the Operations Bureau. While assigned to the Operations Bureau he supervised two Divisions that included: Patrol Division (five Patrol shifts, Traffic Safety Section, Directed Patrol Unit, K-9 Unit, Jail Lockup, Crossing Guards, Police Service Aides, and civilian volunteers) and Investigative Division (two squads of Detectives, Drug Section, Surveillance Section, Oakland County Auto Theft Detective, Oakland County Narcotic Enforcement Team Detective, Drug Enforcement Agency Detectives, and Michigan Department of Corrections Agent assigned to the Department).

Chief Koehn is on the Executive Board of the Michigan Association of Chiefs of Police (MACP) as the Second District (Oakland County) Representative. He is also a member of the Oakland County Association of Chiefs of Police, the Southeast Michigan Association of Chiefs of Police, the International Association of Chiefs of Police, the Michigan



Association of Fire Chiefs, and the Southeastern Michigan Association of Fire Chiefs. He is a founding member and current President of the Oakland County Tactical Response Consortium (Oak-Tac). In addition, he is a member of the Courts and Law Enforcement Management Information System (CLEMIS) Advisory Board, Oakland County Radio Oversight Committee, Radio Policy Committee, Oakland Police Academy Advisory Board, Oakland Schools Criminal Justice Advisory Committee, Oakland County Prosecutors Office Law Enforcement Advisory Committee, Law Enforcement Outreach, Advocates and Leaders for Police and Community Trust (ALPACT), Michigan Municipal League (MML) Law Enforcement Action Forum (LEAF), and is a Law Enforcement Advisor for Missing in Michigan. He is credentialed by the Oakland County Homeland Security Division for assignment to the Emergency

Operations Center, is a member of the Oakland County Grant Allocation Committee (GAC), and is a Vice Chair of the Oakland County Local Emergency Planning Committee (LEPC).

Chief Koehn holds a Bachelor of Science Degree in Community Development: Public Administration from Central Michigan University, a Master of Arts Degree in Educational Technology from Central Michigan University, and is a graduate of Northwestern University's Center for Public Safety School of Police Staff and Command, where he was class President and the Franklin M. Kreml Leadership Award recipient.

Chief Koehn is committed to the Mission Statement of the Department "The Berkley Department of Public Safety delivers exemplary police, fire, and EMS services with respect and impartiality. We form deep connections with the community to improve the security and quality of life for all. ensuring the safety of residents, businesses, and visitors." And the Core Values of the Department "Protection of Life, Protection of Freedom, Protection of Rights, Commitment to the Community, Integrity, and Transparency." He brings his extensive experiences, training, and knowledge while leading the professional men and women of the Berkley Department of Public Safety.

## 5. Accreditation Manager Bio



### Lt. Andrew Hadfield

*Duties:* Detective Lieutenant, Community Relations, Internal Investigations, Honor Guard, Accreditation

Andrew Hadfield was raised in the Berkley area since 1987 attending Burton, Avery, Norup M.S. and Berkley High School. He played Football & Baseball and began working at Berkley DPS after graduating in 2000. He quickly moved into the Animal Control Vacancy Part Time and Attended the Oakland Fire Academy in 2002. In 2004 he was hired as a Public Safety Officer and attended the Oakland Police Academy. In 2005, 2006, 2007 & 2009 he was awarded for State and County

Honors in Alcohol Enforcement, including 2007 being #2 in Drunk Driving arrests in the state. In 2008 he became a Field Training Officer and in 2011 was assigned

to the Detective Bureau. In 2012 he was promoted to Sergeant, and reassigned to Midnights. He then moved back to the Detective Bureau in 2013 and was promoted to Lieutenant in 2017. Lt. Hadfield recently completed the Northwestern University Staff & Command class, and was named "President" for the 2020 graduates, out of 36 top level executives from the surrounding communities.

When not working, Lt. Hadfield loves to coach his Berkley Steelers Youth Football, Berkley Dad's Club Baseball, and Berkley Hoops Basketball. In 2017 he was awarded the Masonic Temple of Berkley "Community Service Award", in 2018 he was awarded the "Citizen of the Year" award and 5-time Sportsmanship Coach of the year / 2x GM Of the year for Berkley Steelers Youth Football.

## 6. Accreditation Team



### **Lieutenant Corey Miller**

*Hired:* December 7, 2007

*Duties:* Administrative Lieutenant, Training Division, Fire Marshal / Investigator, EMS Coordinator, Honor Guard

Corey Miller grew up in the Thumb of Michigan where he started his career in the fire service in 1996. He then attended the police academy in 2000 and worked in both the law enforcement and fire service fields separately. In 2007, he was hired by the City of Berkley as a Public Safety Officer. While at the City of Berkley, he has worked assignments in Patrol, Detective Bureau, Field Training Officer, Fire Marshal, Sergeant, Detective Sergeant, Patrol Lieutenant, Training Division, and Administrative Lieutenant. Lt. Miller is a member of the Oakland County MABAS 3201 Technical Rescue Team and the South Oakland Fire Investigation Team (S.O.F.I.T.).

Corey is also a State of Michigan Certified Fire Instructor II and teaches at Oakland Community College. He has a Bachelor of Science Degree in Public Safety Studies from Siena Heights University and is a graduate of Northwestern University's Center for Public Safety School of Police Staff and Command.



### **Lieutenant Jordan Kobernick**

*Hired:* August 1, 2008

*Duties:* Patrol Lieutenant, Firearms Range Master, Citizen's Academy Instructor

Jordan Kobernick grew up in Huntington Woods and was a graduate of Berkley High School in 1999. He previously worked for the Oakland County Sheriff Department Jail, and then was hired in Berkley after a short time in the reserve program. He progressed to Sergeant and then Lieutenant in 2018. He



currently runs the Patrol Operations, Citizens Academy, and oversees the Range and other critical functions within the agency.

In 2019, he was a graduate of the Northwestern University Staff and Command Class. Lt. Kobernick enjoys coaching Baseball for the kids in the Berkley Community as a coach for the Berkley Cubs Travel team, as well as local dad's club baseball.

## 7. Future Issues

Director Koehn stated he greatly appreciates the tremendous support the department receives from the City Council, the Mayor, and the City Manager and feels comfortable approaching them with needs when they arise.

**Recruiting:** As with many agencies, the recruitment of qualified candidates remains a struggle. Berkley DPS also has to recruit candidates that are willing to take on the additional task of becoming a firefighter as well as a police officer, which poses a unique challenge. Director Koehn stated they will not lower their hiring standards to fill empty positions and any new hires must meet the high bar set by Berkley PSD.

**Succession Planning:** Director Koehn strongly believes in the continuous development of the department's personnel as future leaders. To ensure there is no ambiguity to who is second in command, he would like to create a deputy director position. This would be an effective way to train his successor. He would also like to add an administrative sergeant position that would relieve some of the pressures that are on the lieutenants. He envisions their duties to include the administration of training for police and fire, assisting with the ongoing duties of accreditation, and availability to work on other special projects as they arise. This would allow the lieutenants and sergeants to attend to their most important functions, including the supervision and mentoring of subordinates. This would also be a way to teach personnel about the administrative functions of a public safety department.

**Diversity:** The department is dedicated to improving diversity in the workforce so that they more closely mirror the demographics of the city of Berkley.

**Retention:** Lastly, Director Koehn is constantly looking for special assignments to entice their well-trained officers to stay with the department for a full career.

## E. Public Information Activities:

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





## 1. Telephone Contacts

The public telephone line was active on Friday from 9 AM – 11 AM. The telephone line was tested and found to be functional. Seven calls were received.

### Scott Francis – Superintendent of Berkley Schools District

Scott has resided in Huntington Woods for the past three years, but previously resided in Berkley for approximately sixteen years prior to that and currently serves as the superintendent for Berkley Schools. Scott stated he has a great relationship with the Berkley Department of Public Safety in his role, and he holds Director Koehn in the highest regards. Scott went on to say he meets with Director Koehn a few times a year to discuss any issues within the schools and the working relationship between the police and schools. Scott made mention that the agency's leadership from the top down is excellent, and that all agency employees are great to work with.

Scott made mention of Lt. Hadfield and his being a "true community member" with his involvement in school sporting events, and that school staff and parents at these events feel safer with Lt. Hadfield and other department members at these events as parents and as police officers. Scott also mentioned his desire for Sgt. Arney to be placed into the schools as a full-time School Resource Officer to expand on the partnership the schools have with the police, a request that was recently granted.

When asked if Scott supported the Berkley Department of Public Safety receiving an accredited status, he responded, "One-hundred percent yes.", and he felt "Fortunate to have strong relationships with the Berkley Department of Public Safety as a whole."

### Dan Terbrack – Previous member of Berkley City Council and Mayor (retired 2023)

Dan has been a resident of Berkley for approximately forty-three years, and served on the Berkley City Council since 2007, having been named Mayor in 2017, a role in which he served until 2023. Dan wanted to express to the assessment team that he had nothing but good things to say about the Berkley Department of Public Safety. Dan stated around the time of 2011 or 2012, agency morale was "not good." Dan stated officers were leaving, and the agency was having difficulty attracting new officers. Dan went on to say a change in agency leadership occurred, and since that time morale has been much higher, and the agency has been able to attract both old and new personnel alike.

Dan noted a shift in the agency, focusing on new and progressive training, and made special note of the importance of bias training agency personnel receive. Dan was impressed by the agency's transparency after death of George Floyd in 2020, and noted that the agency spoke with the public to discuss any topics that were asked.

When asked if Dan supported the Berkley Department of Public Safety receiving an accredited status, he responded, "One million percent."



*Robyn Coden – Business owner in Downtown Berkley*

Robyn is not currently a resident of the City of Berkley, but has owned a business, Sum Girls Boutique, in downtown Berkley for almost six years. Robyn began by stating she is a “big fan” of the Berkley Department of Public Safety, and that she had nothing but positive things to say about them. She then mentioned that Lt. Kobernick “is the man”, as well as Lt. Hadfield, and “just the whole crew.” Robyn stated she loves Director Koehn, commenting that, “he is one of my most favorite people in the whole world.” Robyn went on to say the agency is a very special police department, and she feels very lucky and safe to own a business in the community. She concluded by saying she is the biggest fan of the Berkley Department of Public Safety.

When asked if Robyn supported the Berkley Department of Public Safety receiving an accredited status, she responded, “One-hundred percent.”

*Maureen Monte – Resident and business owner in the City of Berkley*

Maureen has been a resident of the City of Berkley since 1985, and owns and operates a consulting business out of her home. Maureen explained she has worked with the agency over the past four years in professional development, and the business she conducts with the agency is to help them reach their full potential. Maureen noted that the agency’s administrative team has hired good people, for every position, including dispatchers, administrative staff, officers, and so forth. Maureen stated one of the goals was “unifying behind a common view of success.” Maureen explained the difference between a formal system of success, which she expressed as everyone doing their job, versus a human system of success, which she explained as how those people behave with one another and the community as they conduct their business. Maureen went on to explain she focuses on and works with the agency on the human system of success, and helps emphasize these objectives and goals with the agency.

Maureen expressed she has witnessed the agency become more unified over the last four years. Maureen made mention she is a graduate of the Berkley Citizen’s Police Academy as well. She also expressed she has had to call the police department multiple times in the past for reckless drivers on 12 Mile Rd during various events, and each time the police response and interaction was very positive.

Lastly, Maureen noted an interaction she witnessed during the Berkley Art Fest last year. She stated she witnessed one of the agency’s officers, Ofc. Kwiecinski, being approached by a citizen who thanked Ofc. Kwiecinski for saving his life.

When asked if Maureen supported the Berkley Department of Public Safety receiving an accredited status, she responded, “Absolutely.”

*Dan Christ – City Attorney for City of Berkley*

Dan is not currently a resident of the City of Berkley, but has served as the City Attorney since 2013. Dan explained his affiliation with the agency is as the facilitator and advisor in



helping them achieve their goals in protecting the citizens, and he is responsible for prosecutions of local city ordinance offenses. Dan noted his principle interactions are with members of the agency's Detective Bureau. Dan expressed that overall the department has a very high level of professionalism; Dan elaborated by stating he represents multiple cities and has a unique perspective of how other agencies undertake their work. Noting this fact, he found that the Berkley Department of Public Safety to have a high level of professionalism and comprehensive policies and procedures in place.

Dan also commented that the agency does everything it can to be proactive and aware of the latest trends, both legally and from a public health standpoint. Dan also commented that the agency overall emphasizes a protocol where its officers are very respectful in their interactions with the public; he noted the police department has a job to do, they do that job, and while doing so strive to maintain professionalism and general curtesy. Dan opined this is exemplified in the way in which agency personnel write their reports and testify in court proceedings, when needed. Dan expressed this extends not just to officers, but this level of professionalism and curtesy is shown by general and administrative staff as well.

When asked if Dan supported the Berkley Department of Public Safety receiving an accredited status, he responded, "I would."

James Lossia – Business owner in the City of Berkley

James currently resides in the City of West Bloomfield, but he and his family have owned businesses and property in the City of Berkley for over forty years. Specifically James noted they have owned Mr. Jay's Sports Bar and Grill for the last twenty-seven years. James mentioned that Berkley is consistently in the top five safest cities in Michigan, and this is due in large part to the police department. James recalled previous experiences involving the agency, such as requesting their assistance at his business for customers who refused to pay their bills or customers that would harass others inside of the business. James was impressed by the response time of the agency, which he recalled as consistently being two minutes or so.

James mentioned the agency is the best police department he's ever dealt with, noting he owns businesses and properties all of Michigan and out of state as well, and has never seen or worked with an agency like the Berkley Department of Public Safety before. He is particularly impressed with the Detective Bureau, saying they get to the bottom of any issue that comes up. James went on to say he tries to help the department in any way he can, having donated to the agency and related fundraisers before, such as golf outings hosted by or for the agency. James couldn't say enough positive things about the agency, and lamented that he believes law enforcement is not adequately funded enough to "get stuff done", and that law enforcement as a whole needs more support and funding.

When asked if James supported the Berkley Department of Public Safety receiving an accredited status, he responded, "Absolutely."

Shawn Young – Director of the Department of Public Works (DPW) for the City of Berkley



Shawn is currently a resident of the City of Troy, and serves as the Director for the Berkley DPW. Shawn has served in this capacity for the last two years, and served as Assistant Director for approximately twelve years prior to becoming Director. Shawn wished to convey that the agency has been very responsive to the needs of the DPW. Shawn cited examples of DPW personnel occasionally having to deal with aggravated homeowners, and that the agency responds quickly to those calls for service when needed. Shawn also commented that DPW has worked very well with the agency in events such as large storms or other emergencies, and that DPW staff is able to communicate very easily with members of the agency.

Shawn has had very positive experiences with dispatchers, administrative personnel, and officers as a whole. Shawn noted that within the last few years things have been better than in previous years, and credited Director Koehn with these improvements. He stated Director Koehn has had a positive impact, made it easier to communicate with the police department, and made his staff feel more comfortable. He noted the police department is much more approachable than in previous years, and that the agency's demeanor and attitude as a whole is different and better than ever before.

When asked if Shawn supported the Berkley Department of Public Safety receiving an accredited status, he responded, "Oh absolutely."

#### Emails

The following email was sent to the assessors by Linda and Daniel Berger:

*To whom it may concern,*

*My name is Linda Berger. My husband Dan and I have lived in Berkley, Michigan for 23 years. We were made aware that you were going to be at Berkley public safety July 27 and 28. We wanted to make you aware of an issue we are having with a neighbor and Berkley Public Safety. Back in 2012 our next door neighbor Michele Domin decided to replace her pool and deck. I called the city to make sure that everything being done was legitimate. I was diagnosed with Leukemia in July 2012 when all of this was going on. While I was doing 4 months of chemo violation letters were being sent to the Domins by the city regarding their new pool and deck. The Domins ignored the violation letters. They said that they were just "replacing boards" we have google pictures showing the completely new deck now running 21 feet along my driveway and backyard. It is 8 inches from the property line along our drive and backyard not the 5 feet away that it needed to be from the property line as required. They just did what they wanted and the city failed us. In 2017 we caught Domins grown daughter sneaking in and out of our closed gate trying to get toys thrown over in our yard. I catch her and she calls me a f'ing bitch and tells her mother to call the police cause I won't let her in our yard! I called police. We have dealt with the city manager, a member of city council and met with the previous mayor to do something about the situation. The mayor said he will look on Facebook for people who know them and ask them how to deal with the Domins! You have got to be kidding that this was his answer! Mayor doesn't get back to us so 3 weeks later I send him a polite e-mail. Ironically the next day we see that earlier an old man is walking around our house taking pictures inside our home! He is then standing on something on*



*Domins deck taking pictures of our backyard and inside our windows! Domin invited him there to do this. It ends up being her friend disbarred attorney Howard Wittenberg ( father of her friend late judge Jamie Wittenberg). We go to the police to file a report. Wittenberg proceeded to show up the next three Wednesday's same time . Domin yells out to him " did you make sure you pulled up in front of their house so they know your here"! We were told to call the police if he shows up again which we did. Lt. Hadfield and two officers showed up. The 2 cops went to Domin and Wittenberg and Hadfield stood in our driveway. I told him how twice in 2021 they deliberately flooded our row of 25 arborvitae with their pool water. Which ended up killing a dozen of our trees!!! And after they flooded the trees they drove by our house waving and smiling at us!!! Deliberate property damage !!!*

*I told Hadfield about years of screaming, yelling ( adults and kids) noise over and above excessive and killing our trees. Toys being thrown in our yard, jumping in The pool so water would go over just short of our side door. They jump in the pool so that pool water soaks us as we are standing in our own driveway! Hadfield really didn't show any interest in what I was telling him. We found out afterwards that he is Domins grandson's football coach. In 2019 Domin and neighbor Lori Dodson were on Domins deck taking pictures in our windows and backyard! I called cops. They say to police that they weren't taking pictures and then accused us of taking pictures of her grandchildren! We do not take pictures of anyone and the police knew they were lying! I did go soon after to the police to discuss how she could accuse us of a lie. Talked to Lt Kobernick and he said " He didn't want to hear from us unless it's criminal" I couldn't believe what I was hearing since all of this should never have gotten this far!*

*We have now had 11 years of bullying, harassment, property damage and lies from the Domins. She has spread lies about us so much that we have people that we don't even know doing slow drives by our house with some stopping and staring. We've had some teenager that was going to Domins park in the street 3 feet into our driveway turn his car off and got out and left it there! Really! The behavior of these idiots is ridiculous! We met detective Brokaw in 2021 and she suggested Dan and I can meet with Domin along with the detectives and hash everything out. She would have to check with her boss first. Alas there was no meeting although we knew it wasn't going to happen since we aren't doing anything to them and they are the guilty party. We have had cameras around our house for years.*

*Why should we or any other resident in Berkley not be able to live in peace in their own home! Our property should not be damaged and I should be able to park my cars in my driveway without worrying about toys,balls and pool water ruining our cars. Instead we have to park way in back and they still get hit by their crap!*

*When the 2 cops came to our house this past July 7,2023 regarding over excessive noise, after they left Domins house - Domin and her daughter Deborah Domin Simpson were heard saying the following...*

*Michele Domin- " They obviously don't know who I am"*

*Deborah Domin Simpson said- I know all the Berkley cops and nothing is going to happen.*

*Deborah also said that - She know's Hadfield and he said if he sees their address he's not coming out here.*

*Years ago a neighbor who knows them told us that no matter what nothing seems to happen to them.*





*To turn your heads and pretend nothing is happening to us is disgusting!  
And I'm sure that we are not the only ones in the city!  
The protection the Domins seem to admit they receive is sickening!  
Thank you for listening and if you could please let me know that you received this we  
would appreciate it. I have pictures and videos if you need anything more.*

### Social Media Outreach

The department disseminated a social media post via Facebook regarding the accreditation assessment with a link to access the media release.

On Facebook, 28 individuals “liked” the post and five “loved” it. Three comments were posted in response to the post:

User TheDon Walkowiak wrote: “You don’t have any need to worry! Our department has always handled themselves with the utmost respect and dignity. I have been a resident for over 48 years and have always been able to count on them! Good Luck”

The other two comments were questions about the accreditation process.

### **3. Media Interest**

There were no inquiries from the media to assessors regarding the on-site. The media release for the assessment was posted on the department’s website, Facebook page, LinkedIn page and provided to the Livonia Observer, a local newspaper outlet.

### **4. Agency Interviews**

#### Lt. Corey Miller – Administrative Lieutenant

Lt. Miller has been a member of the Berkley Police Department since 2007, serving as the training coordinator and fire marshal among other duties. He resides in the City of Berkley and is active in the community.

Lt. Miller describes the community as upper middle class and believes they support the public safety department, even though a recent millage did not pass the first time. Lt. Miller stated the community has a “small town feel” and that is one of the reasons he enjoys working in Berkley.

Lt. Miller stated the department had a total of 32 policies before Director Koehn took over and, as a result of accreditation, they now have over 100 written directives. He believes the transition from paper copies of written directives to PowerDMS has been greatly beneficial to the department and he appreciates the progressive nature of accreditation.



Lt. Miller stated the department recently purchased and began using Axon body worn cameras. Lt. Miller stated the concept had been discussed at both an administrative level and by the city council over the years and he was pleased that the city and department were able to overcome budget concerns to make the purchase. Lt. Miller stated employees seem to be accepting of the body worn cameras and he believes they will benefit individual employees as well as the organization as a whole.

Lt. Miller is proud of the work the Berkley Public Safety Department has completed during their journey toward accreditation and, as a person with interest in risk management, believes it will be beneficial.

#### Lt. Jordan Kobernick – Patrol Lieutenant

Lt. Kobernick has been a member of the Berkley Public Safety Department since 2008 and has served in a number of roles including patrol sergeant, range master, and most recently as the patrol lieutenant. Lt. Kobernick stated he views accreditation as a benefit to his department because it provides a roadmap for the administration and the officers for how the department should function on a daily basis. He views it as a way to shield officers from civil liability as well as a way to make sure everyone is following the most current best practices in law enforcement.

Lt. Kobernick stated Berkley has grown over the years and the cost of living has gone up, making houses in the city too expensive for new officers to afford. He stated his officers are very active in the community on and off-duty. Some coach little league teams and are visible off-duty at a lot of community events. He stated he is very proud of the people that he works with because they are community oriented and do outstanding work to keep the community safe.

#### Sgt. Dave Arney – Investigative Sergeant / Command Unit Union President

Sgt. Arney has been a member of the Berkley Public Safety Department for 15 years. He spent the first four years of his career in law enforcement with the Detroit Police Department. He has served Berkley as a patrol officer, patrol sergeant, and most recently as the investigative sergeant. He will begin his tour as the school resource officer (SRO) in August.

Sgt. Arney stated Berkley has never had a school resource officer so, four years ago, he began walking through the schools and building relationships with the school administration. Sgt. Arney stated he was approached by the high school principal earlier this year and asked to be their SRO with the schools paying a portion of his salary. Director Koehn agreed to this and he will be assigned to the schools for the school year.

Sgt. Arney stated he has served as both the command unit union president and the officers' union president. He stated the unions have only had one grievance since he became president and the issue was resolved by Director Koehn before the paperwork was officially filed. Sgt. Arney stated both unions have a great relationship with the department



administration as well as the city administration. He feels Director Koehn is fair and he can go to him directly when there is an issue to resolve things.

Sgt. Arney stated building upgrades in the recent past have been huge morale boosters and have given the department a fresh feel. He is also appreciative of the amount of training Director Koehn authorizes and believes Director Koehn's acceptance of the SRO position proves his commitment to fostering good relationships with the community.

#### Mark Kempski – Dispatch Supervisor

The Berkley Police Department runs its own dispatch center out of their building. Mark Kempski has worked for the dispatch center for 22 years. He has eight subordinates and they provide 24-hour a day service to Berkley, Pleasant Ridge, and Huntington Woods. They dispatch approximately 11,000 calls for service to Berkley DPS and an additional 4,000 calls for service to Pleasant Ridge and Huntington Woods.

Mr. Kempski stated a few years ago, the city council approved adding personnel to the dispatch center bringing staffing levels up to two dispatchers working at the same time. Mr. Kempski stated this helped the dispatchers to provide better service to the public and helps keep public safety officers safe.

Mr. Kempski stated the dispatch center underwent a remodel a few years ago and it is now much more efficient and looks more professional. He stated the dispatch center is better prepared for problems now and has helped boost morale.

Mr. Kempski sees accreditation as a beneficial endeavor for the department. He believes it makes the department more transparent and will help build trust in the community. He stated the changes that were made as a result of accreditation were minimal in the dispatch center as they already had sound policies in place.

Looking to the future, Mr. Kempski stated hiring in the dispatch center is always a challenge but he believes he has support from the Director as well as the City Council to ensure qualified candidates are identified.

#### Mary Staron – Records Clerk / Administrative Assistant

Ms. Staron was a patrol officer for Berkley Public Safety from 1989 until she retired in 2013. Ms. Staron then worked for Clawson Police Department as a records clerk before rejoining Berkley Public Safety in 2018. Ms. Staron is a full time records clerk and administrative assistant.

Ms. Staron stated there is a big difference in the state of morale at the department since Director Koehn took over. Ms. Staron stated morale has greatly improved from when she left in 2013 and credits this to the great people that work for Berkley Public Safety. Ms. Staron stated there is a good mix of veteran officers and new officers and that they all seem to be happy to be here.

Ms. Staron stated she believes accreditation is a good thing because it brings everyone in the department up to the highest standards. She is also proud of the new body-worn



camera program that was recently purchased. Ms. Staron stated Berkley Public Safety is a great place to work and appreciates the steps that have been taken through accreditation and building updates to make it a desirable destination for new officers.

## **5. Administration Interviews**

### Matthew Baumgarten – City Manager

Manager Baumgarten has managed Berkley for the past seven years. He described his relationship with Director Koehn as “great” and stated he understands the importance of the public safety department. He believes the department gets a lot of support from the community and has received feedback from the community letting him know that they value the safety of their city. Manager Baumgarten stated the public safety department raised money for a canine by going to the community and asking for sponsors. The department easily raised enough money to purchase a canine.

Manager Baumgarten stated he was disappointed when a Headlee Act millage proposal was voted down recently. As a result, a few community events that the public safety department had held were put on hold. Manager Baumgarten described this as a set back and believes a future millage will pass that will allow for the return of these programs.

Manager Baumgarten stated the city has a great relationship with the public safety unions. The city settled a contract two years ago with the public safety unions in three weeks. He also stated the public safety pensions are 80% funded.

### Stan Lisica – IT Director

Mr. Lisica has been the IT Director for the city for over nine years. He stated he has a good understanding of accreditation because he worked for a public school previously and they had gone through an accreditation process. He stated the police accreditation process is a bit more complicated and he is proud that the public safety department is going through the process.

Mr. Lisica stated he has a fantastic relationship with the public safety department, especially the administration. Mr. Lisica stated the administration has his phone number and they talk frequently. Mr Lisica stated this is unique to Berkley as he has friends that work for other municipalities that complain about their relationships with the police departments. He stated he does not have problems with the public safety department. Mr. Lisica also believes the public safety department has a great relationship with the community because they treat the community right.

## **6. Agency Ride-along**

Assessor Hollingsworth accompanied Public Safety Officer (PSO) J.P. Cormier for a ride-along on Thursday morning. PSO Cormier is currently assigned to the night shift and works patrol. PSO Cormier has worked for multiple police agencies throughout his career, beginning his career part-time with the Wayne County Sheriff's Office. Other agencies he



has been employed at include the Genesee Township Police Department, the Pleasant Ridge Police Department, and the Grosse Pointe Department of Public Safety, from which he retired. PSO Cormier previously worked for the Berkley Department of Public Safety, and returned to worked for the agency approximately one year ago.

PSO Cormier currently serves in multiple roles within the Berkley Department of Public Safety, including as a field training officer (FTO), a firearms instructor, and a defensive tactics instructor. PSO Cormier acquired many of these skills while assigned to the Special Response Team (SRT) for the Grosse Pointe Department of Public Safety. PSO Cormier uses that knowledge and experience to help train the next generation of law enforcement officers, as he teaches at the Oakland Community College Police Academy. Classes he teach include defensive tactics, motor vehicle stops, and building searches.

During the ride-along, PSO Cormier drove around the various borders of the City of Berkley, and spoke about some of the neighboring agencies and cities. PSO Cormier mentioned that the agency has mutual aid agreements with multiple neighboring agencies. While traversing the city PSO Cormier drove to the city's high school, middle school, and three elementary schools. He also drove by the city's library and community center. PSO Cormier explained that Berkley is a big sports community, especially for little league baseball. While making rounds to these various locations, at least half a dozen citizens waved at PSO Cormier as the patrol vehicle passed by. He explained the citizens of Berkley in large part support the efforts of the public safety department, and this was easily observable by such interactions.

When asked about the agency, PSO Cormier stated that from the top down, it was an excellent agency. He made mention that he loves coming into work, and that the job itself at this point no longer truly feels like work. PSO Cormier noted that agency morale is very high. He was especially proud of the agency's commitment to on-going and continued training, noting that out of all of the agencies he has worked for, this agency was the most dedicated to training and budgeting for training in his experience. This was true for both police training and fire training as a public safety department. PSO Cormier also takes great pride in being an FTO and the program itself, and takes on the role with enthusiasm as it allows him the ability to help cultivate that positive atmosphere within the agency.

## **7. Community Involvement**

The Berkley Public Safety Department prides itself on it's connection to the community. Efforts are made throughout the year through daily patrols as well as special events to ensure the community is not only safe but also engaged with the actions of the public safety department. The department hosts the following events:

Lids for Kids: For the past 25 years, the department has hosted an open house where they provide bicycle helmets to kids in the community for free. They average approximately 500 kids per year. At this open house, they provide Child ID kits, a bike safety rodeo, show off the SWAT truck, and rent a rock wall and bounce house for the kids to play in.



Fire Open House: At the fire open house, the public can come in and see their fire trucks, watch a Jaws of Life demonstration, a fire safety demonstration, and kids can use a firehose to put out a “fire.”



Golf Outing: For the past 15 years, the department has hosted a golf outing to collect funds to pay for their various programs such as Honor Guard, canine, and bicycle patrol.

Citizen’s Academy: The department hosted their first citizen’s academy in 2019, but, due to covid, had to cancel a second academy. The next academy is scheduled to run in the winter of 2023. During the citizens academy, citizens are exposed to

CSI demonstrations, a legal update, ride alongs with officers, and get to use the firearms simulator.

First Responder Food Drive: The department works with Kroger to take in food donations. A fire truck and a police car are parked at the store and accepts donations from the public.

Dads Club Baseball Game: The city of Berkley has put on a community fair for the past century. During the fair, there is a baseball game featuring the coaches from the youth baseball teams vs. city employees, which is usually comprised of mostly public safety officers.



Touch a Truck: The city hosts an event where the public can come and view all of their large trucks, including a fire truck.

Goodfellows: The department is part of a volunteer organization called Goodfellows. The Goodfellows collect donations that are given directly to families in need in Berkley. They raise approximately \$3,000 annually and help 20 families.

Honor Guard: The department’s honor guard has nine members who raise funds for the program throughout the year. They provide services for police and fire funerals, dignitaries such as city council or retired officers, and have presented the colors at the Detroit Tigers games.

Senior All Night Party: The public safety unions sponsor an all night party for the outgoing high school seniors on graduation night. Many officers stop by to visit with the young men and women throughout the course of the night.



## **F. Essential Services:**

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

#### **Direction of Personnel**

The Chief of Police has the authority to issue, modify, repeal or approve the department's written directives. Command staff can create written orders for review. The department's command staff or officers with specialty training review and propose changes to written directives, but they must still be approved by the Chief prior to implementation and dissemination. Written directives are issued to all agency personnel and changes to written directives are disseminated to all affected employees. The agency's written directives were systematically organized and constructed in a logical manner with employee duties and responsibilities clearly defined, including any constraints or restrictions on employee actions. The written directive system is contained within the department's PowerDMS website, which allows it to be searchable and alerts employees to any changes or updates. Employee receipt of new or updated directives is tracked within the PowerDMS system via electronic signature. Repealed directives or previous versions of directives are archived and retained in the PowerDMS program in accordance with retention requirements.

The agency's mission statement is "The Berkley Public Safety Department is committed to maintaining the safety and quality of life of this community, through the delivery of superior Police, Fire, and EMS without prejudice or partiality. We form deep connections with the community to improve the security and quality of life for all residents, business, and visitors alike." The department also maintains a vision statement that states, "To set the example for public safety agencies in regards to training, service, technology advancement, and leadership within our community and maintaining one of the top safest cities in Michigan." The department has values that include protection of life, protection of freedom, protection of rights, commitment to the community, and integrity.

#### **Fiscal Control**

The agency has a cash account in their investigations unit to be used for criminal investigations. The funds are locked in a safe in the investigations unit and records are kept in a receipt book. The investigations lieutenant is in charge of maintaining the cash and the records and is the only employee with access to the safe. The fund is reviewed quarterly by the Director for accuracy and to ensure all funds are accounted for. Cash received for PBT's and impounded vehicles are treated similar to interim bond money. Upon receipt, it is immediately deposited into a locked depository in the department that cannot be accessed by officers where it is turned over to the city finance department by the administrative assistant.

#### **Internal Affairs**

The Berkley Public Safety Department accepts and investigates all complaints alleging misconduct on the part of the agency or its employees, including complaints which are made anonymously. The responsibility for investigating personnel complaints primarily rests with the employee's immediate supervisor unless the supervisor is the complainant or has any personal involvement in the alleged misconduct. Any supervisor investigating a complaint against an employee or the agency has the authority to communicate directly



with the Chief of Police as may be necessary. The Chief of Police makes a final determination of all internal complaint investigations and is required to notify the complainant on the final disposition of the complaint.

Upon the conclusion of an investigation the disposition will be categorized as one of the following:

**Sustained:** The actions alleged have occurred and are a violation of policy/procedure, rule, or order.

**Exonerated:** The actions occurred, but with valid legal reason.

**Undetermined:** After investigation, it is unknown if the act did or did not occur based on the evidence at the time.

**Unfounded:** There is no factual basis for the complaint to pursue further discipline.

**Policy Failure:** The policy needs to be corrected to address the issues

Department supervisors have the authority to immediately suspend employees from active duty pending further investigation of a complaint if the alleged misconduct is of an extremely serious nature.

The Director completes a written annual analysis of all employee misconduct. There were no citizen complaints filed in 2022. It was found during the file review that the annual analysis for internal affairs as well as other annual analyses were lacking in content. The analysis should examine potential trends or patterns associated with the complaints filed, along with any suggested modifications to training, equipment, or policy. There were multiple internal investigations in 2022, most of which were handled through coaching and training. One officer chose to retire before discipline was issued.

### Disciplinary Procedures

The agency's written directive system details the rules, regulations and expectations for employee conduct. Supervisors are permitted to apply training or counseling in lieu of punitive discipline with approval from the Director. The agency uses Guardian Tracking to facilitate and document training or counseling that is utilized. Written reprimands, suspensions, or terminations resulting from disciplinary matters must be authorized by the Director. Terminations require approval from the City Manager. The agency has an appropriate appeal and grievance process in place with established timelines contained within its written directives. There was one grievance filed during the assessment period.

### Organization

All sworn personnel take, sign, and swear to abide by an oath of office. The oath includes a statement of support for the Constitution of the United States of America and the Constitution of the State of Michigan. All agency personnel acknowledge a code of ethics and receive ethics training every three years, with the most recent training occurring in early 2023.

Berkley Public Safety personnel have a structured unity of command and an organizational chart is maintained. The Public Safety Director is supported by a 3 lieutenants. Each lieutenant oversees one of the three divisions: the patrol division, investigations division,



and administrative division. The patrol division is divided into four squads, two day shifts and two night shifts that are each overseen by a sergeant. A supervisor with a rank of sergeant or above is on duty twenty four hours a day, seven days a week to oversee operations.

In the absence of the Director, a lieutenant oversees the agency by seniority in rank. Notification regarding planned absences of the Director are communicated to staff and they are advised of the individual authorized to act in the Director's absence.

Biased-based policing is strictly prohibited by the agency. There is a clear definition for biased-based policing that includes race, ethnicity, heritage, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group. Training of agency personnel on bias influence policing occurs annually, with the most recent training occurring in 2023. The agency requires that allegations of biased influenced policing occur in accordance with the Internal Affairs function. During this accreditation cycle, the agency did not receive any citizen complaints alleging biased policing/racial profiling.

The agency also prohibits unlawful workplace harassment, including sexual harassment. The written directives require that any employee who has knowledge of harassing conduct promptly report the conduct to a supervisor, regardless as to whether or not they were an actor in the conduct. The directives outline a proper reporting mechanism in the chain of command, but permit an employee to bypass the chain of command, as an alternative reporting mechanism, if actor-complainant is within the same chain of command. Harassment complaints can also be made with the Human Resources department or Chief Operations Officer if the Chief Executive is an actor in the alleged harassment. Harassment complaints are reporting using a Confidential Complaint Regarding Sexual Harassment report form. An investigation into any and all allegations of unlawful workplace harassment is required to occur in accordance with state law. There were no reported incidents of workplace harassment during the assessment period. Personnel received training regarding the impact of sexual harassment and the responsibilities of employees who become aware of harassment.

#### Agency Equipment and Property

Each employee is responsible to maintain all law enforcement-related equipment assigned to them in a state of operational readiness. Stored equipment not issued to individual employees such as unassigned weapons, medical equipment, bicycles and radios are maintained by specific personnel within the agency.

The wearing of body armor is mandatory for all patrol personnel and there are additional requirements to wear body armor while on patrol or engaged in pre-planned high-risk operations. Each employee is responsible for the care and maintenance of their body armor. Body armor is required to be replaced in accordance with the manufacturer's recommended replacement schedule or if the effectiveness or functionality of the body armor is compromised. Supervisors are responsible for ensuring that body armor is worn and maintained by their assigned personnel.



### Public Information

The Director, or their designee, is the designated Public Information Officer (PIO) for the agency. The Director is responsible for approving all press releases. The agency facilitates media access to scenes of law enforcement activity while ensuring appropriate precautions are implemented to control media access in order to prevent interference with investigations or on-scene personnel.

### Agency Records and Computers

The agency has a detailed written directive describing the field reporting system, including the approval of reports by supervision. The department controls access to agency records electronically with records management passwords via CLEMIS CLEAR RMS. The majority of all records are kept electronically. Some archived files are kept in paper form with access restricted to authorized personnel only. Access control of the building keeps unauthorized persons from viewing confidential material. All freedom of information requests are handled by the FOIA coordinator and the agency abides by state retention and disposal requirements in accordance with Michigan Statute and Records Management.

The agency has procedures in place to protect its central records. The agency's RMS is administered by the Oakland County Courts and Law Enforcement Management Information System (CLEMIS). Data is stored and backed up electronically and is password protected. Annual security audits and password audits were performed during the assessment period. There were no breaches in security during the assessment period.

### Agency Training

The agency training records are current and are being maintained in accordance with applicable retention schedules. Training course content is outlined and lesson plans are utilized. In-house instructors are properly trained and experienced. The agency has a remedial training policy and requires that remedial training be documented using Guardian Tracking. Newly promoted personnel receive training consistent with their new responsibilities and tasks. A lieutenant is assigned as the training coordinator for the agency.

The written directive for the selection of field training officers (FTOs) outlined a process for selection of potential FTOs, a position within the agency to oversee the field training program, and list of required reports, evaluations, and responsibilities. The department requires a minimum of 21 weeks of field training prior to solo assignment and rotates trainee assignments to provide exposure to various shifts, geographical areas, and field training officers. All personnel selected for assignment as an FTO are required to complete an MCOLES approved, 40 hour FTO course prior to assuming training duties.

Specific required annual training topics were properly identified in the written directive and proof of compliance was documented. Annual training topics included Use of Force, Firearms, and Hazardous Materials. Training in unarmed subject control tactics and less lethal weapons occurs every two years. Biased Influenced Policing and ethics training is provided every three years.





The agency does not maintain a tactical team. The agency does assign officers to the Oakland County SWAT. Assigned officers receive regular training and attend periodic readiness exercises in accordance with the OC SWAT guidelines.

#### Authorization and Use of Agency Weapons and Ammunition

The Chief of Police is the authorizing authority for weapons and ammunition requirements, including both on- and off-duty weapons, mechanical force, enhanced mechanical force, and specialized weapons. A listing of approved on- and off-duty weapons is maintained. Off-duty weapons are documented on both a spreadsheet and in Guardian Tracking. Tasers are assigned to officers and issuance is tracked through Axon. The agency uses certified/qualified staff for armorer inspections, repair, and replacement. Records of weapons are properly maintained with written guidelines for storage.

All sworn members are required to successfully meet the Michigan Commission on Law Enforcement Standards Active Duty Firearm Standard annually. Personnel are required to undergo training and proficiency assessment in less lethal weapons and unarmed subject control a minimum of every two years. All qualifications, training, and/or proficiency assessments are monitored by a certified weapons or tactics instructors and are documented. Remedial training is required in the event personnel are unable to qualify with an authorized weapon system prior to resuming official duties. Members who are repeatedly unable to meet minimum proficiency standards are immediately removed from field assignment and may be subject to disciplinary action. Options for disciplinary actions are listed in the written directive.

## **CHAPTER 2 – The Personnel Function:**

### Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program (EAP) (which is administered by the City's Human Resources Department), line-of-duty injury and death circumstances policy, and an employee collision and review process. Members of the agency are covered by the municipality's general EAP through Henry Ford Health Systems, the utilization of which is anonymous. During the assessment period there were no serious line-of-duty injury or death incidents. The agency also has an exposure control and reporting policy that ensures employees receive follow-up treatment as required medically. Off-duty employment and extra-duty employment is allowed with approval from the Chief of Police.

The agency also has a written directive addressing critical incident stress. The directive stipulates that the Director or supervisor will determine if an employee needs to be relieved from duty after involvement in a critical incident. Others not directly involved in the event can request a meeting with the Director and the Director will determine if they need to be relieved from duty. Following a critical incident, the Director directs a designee to complete a critical incident debriefing with all involved employees. Referral services and follow-up counseling are available to employees impacted by a critical incident. Personnel are required to complete stress recognition training every three years. The agency delivered



training to its personnel, including dispatchers, through the Vector Solutions' The Fundamentals of Stress 101.

### Performance Evaluations

All agency personnel receive documented performance evaluations. Performance evaluations are required to be completed semi-annually for all personnel. The performance evaluation system has a well-defined purpose statement with established and defined criteria, scored on a rating scale from. Sworn personnel are evaluated in seven different behavioral criteria and assigned a rating of "Meets Expectations" to "Below Expectations". Training is provided to evaluators on how to administer the evaluation in a fair and objective manner. Evaluations are maintained according to the established retention schedule. If a supervisor and employee cannot resolve a dispute regarding an evaluation, the employee may appeal the evaluation to the Director. The evaluating supervisor will forward the evaluation to the Director for review. The Director determines the validity of the contention and makes a determination if the evaluation should be changed or not. No evaluation appeals occurred during this assessment period.

The agency has an established early warning system. The written directive clearly defines the actions and/or behaviors that are to be monitored. When an early warning concern occurs, the shift supervisor is responsible for meeting with the employee to discuss the behavior of concern and determine what corrective action, if any, is required. Findings are reported directly to the Director. Referrals to the EAP must be made by the administrative lieutenant, the Director, or the Human Resources Director. Documentation is kept in Guardian Tracking. Several early warning flags were reviewed during this assessment period with coaching used to correct behavior.

### Promotion of Sworn Personnel

The promotional process is detailed in agency policy which is dictated by the collective bargaining agreements. Eligibility requirements, oral examination, and scoring of other criteria are all detailed in the policy. A written test and oral board are required as part of the promotional process. Applicants must receive a minimum score of 70% to be considered promotable. The City Manager may promote from the candidates with the top four highest scores.

At the completion of the promotional process, candidates can request a meeting with the Director to redress any issues regarding the results or outcome of the process. Newly promoted sergeants are assigned a probationary period of one year following promotion and lieutenants have a six month probationary period. A promotional process was not executed during the assessment period.

The selection criteria and process for special assignments is defined in agency policy. Applicants for special assignments undergo an administrative evaluation that includes a requirement for supervisor recommendations and, depending on the assignment, an oral interview or testing may be appropriate. The Director makes the final decision on appointment to special assignments and length of the assignment is determined based on agency needs. Special assignments available include, but are not limited to, detective,



field training officer, community relations/training officer, range officer, SWAT member, and the narcotics enforcement team.

#### Recruitment of Sworn Personnel

Upon arrival for the on-site assessment, Berkley DPS did not have an adequate recruitment plan. Prior to the completion of the on-site, a recruitment plan that met standards was drafted and included in the assessment.

The recruitment plan contains a clear statement that the agency is committed to equal opportunity and will not discriminate on the basis of any classification or status protected by law. The stated goals and objectives for the plan are clear and understandable and emphasize a desire to recruit qualified candidates while also working on improving diversity of hires and eliminating barriers that have adverse effects on hiring groups of protected classes. Activities for recruiting include participation in police academies, a high school ride along program, and fire and police academy sponsorship opportunities.

A review/revision of the recruitment plan occurs triennially, at a minimum. The plan is brand new and has not yet be reviewed or revised.

#### Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes an assessment/interview by a selection committee, background investigation, psychological evaluation, and medical examination. Candidates recommended by the selection committee must pass a background investigation prior to being extended a conditional offer of employment.

Comprehensive background investigations are completed on all applicants who are provided a conditional job offer prior to employment. Such investigations include verification of driving record/status, verification of references, fingerprinting, and criminal history check. Medical and psychological examinations are conducted by licensed professionals.

#### Reserve Officers and Civilian Volunteers

The Berkley Public Safety Department does not employ reserve/auxiliary officers or civilian volunteers. A proper standard exemption waiver was included in the agency's files.

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

#### Arrest, Search and Seizure

The Berkley Department of Public Safety is a full-service agency with arrest powers. The department and its policies follow the U.S. Constitution in relation to arrest and search and seizure. The agency recognizes the foundation set forth in the Fourth Amendment.



Department policy outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency takes in-custody arrests directly to their agency for processing and lodging, and may bring arrestees to the Oakland County Jail for longer incarceration periods. Although the agency has a Data Master (breathalyzer) device, it has not been functionally operational for some time, and blood samples are instead exclusively sought.

The agency has a comprehensive strip search and body cavity search policy in place. The policies outline when and where such searches may be conducted, the persons able to conduct such searches, and requiring supervisory approval for any such searches. Body cavity searches may only be conducted upon receipt of a valid search warrant.

### Interview and Interrogation

The agency has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The department has an interview room located on the second floor that has audio and video recording capability for custodial interviews. The agency encourages the use of audio and videotaping capabilities for purposes of recording statements and confessions in an overt or covert manner consistent with state law. The agency also has various other rooms in which non-custodial interviews may be conducted. The department has a system of notification in case of emergency, including radio emergency alarms, visual notification, and observation. There are also lockers available to secure weapons prior to conducting interviews.

Written directives provide specific direction as to juveniles being afforded the same procedural rights as adults and emphasizing the importance of parents or guardians being present during an interview or interrogation, if possible. Agency policy specifies the number of officers or investigators present in an interview room be no more than two, unless special circumstances exist, such as a training officer.

### Use of Force

The Berkley Department of Public Safety documents and meaningfully reviews all use of force incidents, and conducts an annual aggregate summary and analysis. The agency also submits reports to the Department of Justice and Federal Bureau of Investigation National Use of Force Data Collection in accordance with the standards. In 2022, the agency was involved in thirty (30) use of force incidents; the agency noted this as one of the safest years to date with such numbers. All use of force incidents were found to be within departmental policy, and force used was consistent with department training.

The agency has policy in place that any officer involved in an incident that results in serious injury or death, or through the discharge or use of a firearm or weapon, will be immediately reassigned from patrol duties pending the completion of an investigation.

### Communications

The Berkley Department of Public Safety has their own communications center for all emergency and routine calls for service. The assessment team was able to tour the communications center and spoke with telecommunicators on-site. The agency's



telecommunicators are not certified to handle Emergency Medical Dispatch (EMD) calls for service, and instead transfer any such calls to Alliance Mobile Health to provide services for such calls. All recordings are maintained for a minimum of thirty-one days.

A back-up generator is located on-site, and will automatically engage in the event of a power supply outage. The communications center is also equipped with an uninterruptable power supply (UPS), which is designed to bridge the gap between a power outage and the activation of the generator. The generator completes a self-diagnostic test weekly, and a panel located outside of the communications center notifies personnel of any errors or faults, if detected. The generator is inspected twice a year per the manufacturer's recommendations, and is tested under a full load annually.

### Field Activities

The written directives established by the Berkley Department of Public Safety complies with accreditation standards for motor vehicle pursuits. In 2022 the agency recorded thirty-one (31) motor vehicle pursuits. Officers are required to complete a written report for all motor vehicle pursuits, and each pursuit is subjected to a meaningful review by a supervisor. Out of the thirty-one (31) recorded pursuits in 2022, only one (1) pursuit was found to be in violation of policy. An annual summary of all vehicle pursuits in the aggregate and an analysis was completed, per the requirements of the standard. The summary of the pursuits contained detailed information, however, the analysis of all pursuits initially lacked substantive information regarding patterns or trends in the data, as well as program effectiveness and modifications that may be beneficial to policy or equipment, if any. This was true for analyses required by other standards as well. This was addressed during the on-site by the assessment team, and improvements and recommendations were created for future analyses and reports.

The agency allows for the use of pursuit termination techniques, such as tire deflation devices, intentional collisions, controlled roadblocks, and boxing in. Criteria and procedures for the execution of these techniques is found within the written directive, including requiring supervisory approval for the use of such techniques. However, during the on-site it was discussed that the agency has not completed training for the majority of these techniques. The agency has scheduled training in these techniques in the near future in order to allow its officers to use these techniques within policy.

The agency possess in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency has video recording equipment in their patrol vehicles, as well as on their persons, in the form of body-worn cameras. Videos are automatically downloaded wirelessly and retained for the appropriate retention period, unless needed to be retained beyond that for purposes of evidentiary value.

The written directives established by the Berkley Department of Public Safety complies with accreditation standards for foot pursuits. In 2022 the agency recorded four (4) foot pursuits. All officers involved in foot pursuits are required to complete a report, and each pursuit receives a supervisory meaningful review. Additionally an annual summary of all foot pursuits in the aggregate and an analysis is completed. As addressed with motor vehicle pursuits, the summary of each pursuit was detailed and thorough, however





substantive information in the analysis was initially lacking. This was remedied while assessors were on-site and recommendations for future reporting were made.

The Berkley Department of Public Safety mandates the use of seat belts for all occupants when riding in agency-owned vehicles. This includes a policy for the use child safety restraints when appropriate.

The agency recently instated a police canine program, in part through community support and fundraising. K-9 Bear and his handler, PSO B. Anderson, comprise the canine program for the agency. The agency requires training and certification of its canine team, with continued training being documented and logged. Equipment required for the canine team is provided by the agency. The agency has written directives in place for the collection of deployment data regarding the canine team.

#### Traffic Safety and Enforcement

The Berkley Department of Public Safety has applicable policies in place regarding traffic violation enforcement, enforcement options, offenders, and traffic direction and control. The directive establishes procedures for conducting motor vehicle stops, including high-risk stops. The enforcement options include warnings, citations, and arrest, when appropriate.

#### Homeland Security/Critical Incidents

The agency has a critical incident plan in place, which includes command, operations, planning, logistics, and fiscal responsibility. The agency participates in multiple community events each year, and for each event a plan is created that is complete and thorough, utilizing the incident command system.

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

#### Criminal Investigation

Officers of the Berkley Department of Public Safety perform preliminary investigations from initial contacts. Reports are screened by the Detective Lieutenant for consideration of solvability factors, including information known of a suspect, if any, identifiable evidence, involved vehicles, and so forth. Follow-up assignment is achieved via CLEMIS. Policies and procedures are in place for interviews and interrogations, as well as for show-up identification, photo line-ups, and live line-ups.

The agency has written directives in place for securing physical files and electronic files which are compliant with standards. CLEMIS is used to assign cases, determine case status and disposition, as well as attaching records that are maintained in case files. All written reports are stored in a locked drawer in the Detective Bureau. The system provides safeguards for accessing sensitive information as well.

#### Crime Scene Processing

The Berkley Department of Public Safety has staff trained in basic crime scene processing who will respond to scenes and assist with processing. The agency also has trained



accident investigators. The agency maintains mutual aid with the Oakland County Sheriff's Office and the Michigan State Police for scenes requiring additional or advanced methods. Investigators are available on a twenty-four hour basis, either through personnel working, being called in, or through the mutual aid agreements.

All officers are trained in the identification, preservation, collection, and processing of evidence. Appropriate packaging requirements are in place and chain of custody is appropriately followed and documented.

#### Storage of Evidence and Property

The Berkley Department of Public Safety has appropriate policies in place for property processing and evidence collection. The Detective Lieutenant is the primary property custodian, while the Detective Sergeant and Detective are designated as the alternate property custodians. Temporary property may be placed into a locked closet within the Detective Bureau; this door is accessible only by property custodians, is operated by a biometric lock, and all items placed into the closet are documented in CLEMIS. The agency maintains a property cage for long term storage of property and evidence. The cage is well organized, under constant surveillance via camera, and is accessible only by the Detective Lieutenant's key. All persons entering into the cage for any purpose must sign in and out via a log located within the cage.

The agency has a refrigerator located within the property cage for perishable evidence. The agency also has a small safe within the property cage in order to store currency, jewelry, and other smaller valuable items. This was a recent addition to the property cage, and after a recent inventory all of these valuable pieces of property that may have been located outside of the safe previously were placed into the safe during the assessment. The agency stores narcotics in separate bins on their own shelf, under surveillance of the camera. Firearms are also stored safely and separately on their own shelf, also under constant surveillance.

For items too large to fit within the property cage, such as vehicles and bicycles, the agency has the ability to temporarily seal their sally port for evidentiary value, as well as the ability to store such items within the fire hall, or at a secure location within their Department of Public Works facility. Evidence that needs laboratory submission is sent to the Michigan State Police Forensic Laboratory or to the Oakland County Forensic Laboratory.

Temporary storage lockers are available for property and evidence to be placed into. Once placed inside of the temporary storage locker, the submitting officer places key to that locker into a separate locker via a drop hole; only property custodians have access to this locker. An additional larger storage locker is available in the sally port for larger pieces of property and evidence. This is secured via padlock, which only the property custodians have the key to access.

The Berkley Department of Public Safety conducted two semi-annual inspections of the property cage in 2022, however the inspections both took place in April. The agency plans to space the inspections much further apart in the future. A semi-annual inspection was completed in March of 2023, with another inspection planned later this year. The agency



did have a change in the property custodians in April of 2023, however a full inventory was not done at that time due to a misinterpretation of the standard language. A full inventory was completed within a few days after the assessment team left the agency, and no irregularities were discovered during the inventory. The annual representative audit and unannounced inspection were both completed per the standard requirements.

### Juvenile Matters

The Berkley Department of Public Safety has established policies regarding juvenile status offenses, including delinquency and runaway cases. The agency has appropriate policies in place for the use of secured detention and custodial time limits for juveniles, as well as protection of a juvenile's constitutional rights. The agency complies with required reporting regarding the Juvenile Justice and Delinquency Prevention Act (JJDP).

### Special Investigations and Operations

The Berkley Department of Public Safety has a special investigations policy. The agency is well organized in keeping records of information shared with or received from other agencies. The agency has an appropriate deconfliction procedure in place. The agency has policy and procedure in place for the use of confidential informants, however no informants were utilized during the assessment cycle.

Appropriate policies and procedures are in place for the investigation and search of missing persons, both for adults and juveniles. Additional procedures are in place for high-risk missing persons, as well as for latent investigations. The agency has criteria for the activation of the AMBER Alert System, and other similar notification systems. The agency also has appropriate policies and procedures for the investigation of unidentified persons, alive or dead, for both adults and juveniles.

The agency has comprehensive policy and procedure for the Safe Delivery of Newborns Law. No such occurrences were recorded during the assessment period.

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

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

The Berkley Public Safety Department has established procedures for the transportation of arrested subjects, to include searching vehicles prior to the beginning of each shift, prior to and following any transport, and the securing of arrested subjects in restraints during transport. Patrol cars have been modified so the door handles and windows do not operate, and a safety barrier separates the rear holding area from both the officer's area and the rear equipment area. Safety belt use is required when transporting any arrestees, detainees, or other subjects inside the patrol vehicle. Written directives require that children be transported in age and size appropriate safety seats. The department has child safety seats available for use if needed.

All custodial arrests are processed and lodged at the Berkley Public Safety Department with the exception of prisoners being lodged for lengthy periods. These detainees are taken to the Oakland County Jail. The arrestees are booked in a designated booking room



at the department. Arresting officers are responsible for supervision of arrestees in booking and the booking room is observed via surveillance video by the dispatchers. The department has gun lockers for officers to store their weapons in prior to entering booking. The booking area is equipped with a push button alarm that notifies dispatch when there is an activation. Officers also have emergency buttons on their portable radios. The booking area is clear of unnecessary items and all entrances and exits in the booking area are opened remotely by the dispatch center.

The facility allows for sight and sound separation of males, females, and juveniles. There is a secure jail sally port with lock boxes for weapons. Prisoners are monitored via surveillance video viewed by the dispatch center. The desk officer also makes direct observation of prisoners every 30 minutes or every 15 minutes if a prisoner is deemed at-risk. Fire evacuation procedures are in place.

### **G. Applied Discretion Compliance Discussion:**

This section provides specific information on those standards found to be in compliance after on-site adjustments were made. Adjustments may include modifying agency policies and directives, creating documentation and alteration of the physical plant.

During the onsite, the agency had four standards in applied discretion.

#### *Standard 2.4.1 Recruitment Plan*

ISSUE: The agency had a written directive but no recruitment plan in place.

AGENCY ACTION: The agency was able to develop an acceptable recruitment plan during the onsite assessment.

#### *Standard 3.5.2 Motor Vehicle Pursuits*

ISSUE: For all meaningful reviews, including motor vehicle pursuits, uses of force, and foot pursuits, the meaningful reviews were not comprehensive enough to meet the standard.

AGENCY ACTION: The agency has added fields in Guardian Tracking to ensure the standard is met for meaningful reviews in the future.

#### *Standard 3.5.3 Roadblocks and Forcible Training*

ISSUE: The agency allows for the use of high-risk tactics such as intentional collisions, PIT maneuvers, and boxing in as long as the officer has received training in the use of these tactics prior to use. However, the agency was not able to prove any officer had received training in any of these areas besides the use of tire deflation devices.



AGENCY ACTION: Training will be conducted with all personnel in the near future in high risk tactics.

#### *Standard 4.3.5 Quality Control*

ISSUE: A change in the custodian of the property room occurred in 2023. Though Lt. Hadfield is the primary custodian, several others have unescorted access to the property room and there were employees who received a key or turned in a key during this timeframe. No inventory was done when new employees were given unescorted access to the room. A misunderstanding of the standard was cited as the reason for this oversight.

AGENCY ACTION: The agency completed an inventory after the on-site assessment and have shown proof of compliance.

### **H. Waivers of Standards:**

This section provides specific information on those standards which qualified for waivers. Waivers are available to agencies when it is impossible to comply with a specific standard. A request to waive standard compliance must be made to the Michigan Association of Chiefs of Police Accreditation Program Director in writing, on official agency letterhead, signed by the CEO. The following two standards were granted non-applicable waivers:

- *Standard 2.6.1 Reserve/Auxiliary Officers Program*  
The agency does not have a reserve/auxiliary officer program.
- *Standard 2.6.2 Civilian Volunteer Program*  
The agency does not have or intend to implement a civilian volunteer program.

### **I. Standards Noncompliance Discussion:**

The agency had zero standards in non-compliance.

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

As this was the agency's first accreditation, there were several minor file management issues regarding highlighting of written directives and proofs that required modification. Developmental input and correction was provided by the assessment team, where appropriate, to assist the agency with future accreditation cycles.

Annual analyses will need to be more comprehensive in content during the next assessment period. An analysis should have a structured process for dissecting events into basic parts to identify any patterns or trends.





The recruitment plan should be reviewed and should include more clearly defined goals and objectives as well as a more detailed list of activities to better achieve the goals and objectives.

The department leans heavily on programs such as Guardian Tracking and PowerDMS to ensure processes are being followed and documented in accordance with the standards. Discussions were had on how to better utilize these programs in the future for compliance with standards.

Discussions were had with the administration about the new standards in the 4<sup>th</sup> edition of the standards manual as well as the changes to the current standards that will require updates to current written directives as well as the addition of new written directives. The agency is well equipped to handle the challenges of re-accreditation as they have capable accreditation managers, buy-in from the officers, as well as support from the city administration to continue with the program.

#### **K. Summary and Recommendation:**

A thorough review of the files for compliance was conducted, as well as observations of compliance; and, after interviews were conducted, it was determined that the agency was in compliance with all of the established accreditation standards, with the two waivers noted. Accreditation is recommended.

Rick Grillo, Team Leader  
Date: August 23, 2023

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

Program Director Ron Wiles  
Date: August 25, 2023