

# Portage Department of Public Safety

## Annual Report



2019



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# CITY PROFILE



## ELECTED OFFICIALS

**Mayor  
Mayor Pro Tem  
Council Members**

Patricia Randall  
Jim Pearson  
Richard J. Ford  
Chris Burns  
Lori Knapp  
Claudette Reid  
Terry R. Urban



## **APPOINTED OFFICIALS**

City Manager  
Deputy City Manager  
Deputy City Manager

Joseph La Margo  
Adam Herringa  
Mike Carroll



## CITY DEMOGRAPHICS

County  
Population  
Area  
Major Employers

Kalamazoo  
48,072  
35.2 Square Miles  
Pfizer  
Stryker  
Portage Public Schools



## CITY HIGHLIGHTS

- City incorporated in December 1963.
- Council-Manager form of government.
- Located midway between Detroit (142 miles) and Chicago (147 miles).
- Over 2,000 acres of park and recreational space.
- Bountiful natural resources, including seven lakes, state game areas, significant open spaces and wetlands.
- 17 parks, including 3 dedicated to nature preservation.
- More than 57 miles of bikeways and multi-use trails.



# MESSAGE FROM THE DIRECTOR



As the Director of Public Safety for the City of Portage, every day I have the honor to serve alongside some of the finest police officers, firefighters, civilians, and volunteers in the country. These are dedicated and wonderful men and women who are responsible for delivering nationally recognized public safety services to a city of over 47,000 people, covering nearly 35 square miles. Each and every day, they are committed to providing professional and caring community service to the citizens that live, work and visit our city.

Our mission is to deliver superior public safety services that make people's lives better. We work in partnership with our diverse community to safeguard the lives, rights and property of the people we serve.

With unwavering dedication, our first responders provide innovative professional public safety services to all of the members of this community. We strive to accomplish this by maintaining our honor, courage, commitment, leadership and teamwork while always conducting ourselves with the highest ethical standards.

The Police Division is a full-service law enforcement agency that provides a variety of law enforcement services, such as 24-hour-a-day patrol, school resource and community policing officers, and various other service teams.

The Fire Division is second-to-none in its commitment to service excellence in fire suppression, emergency medical services, fire prevention, rescue, training, emergency management and support systems for the citizens of Portage. We strive daily to make Portage a safer place to live, work and visit. These first responders also focus a large amount of time each year providing the public with child safety seat instruction, fire safety and prevention education, and station house tours, to name a few.

It is through the public's trust and support that the Public Safety Department can provide a safe and healthy environment for our community to thrive. I am proud of the men and women of this agency and feel fortunate to serve the community alongside them as we work in partnership with our community members to keep the City of Portage safe.

In closing, I feel blessed to have been chosen to be a part of such a fine organization. With the many challenges that face public safety today, I am extremely proud of our ability to adapt and remain steadfast in our commitment to providing the best possible police, fire, and EMS services to our city.

*Nicholas J. Armold*

Nicholas J. Armold  
Public Safety Director



Commission on  
Fire Accreditation  
International

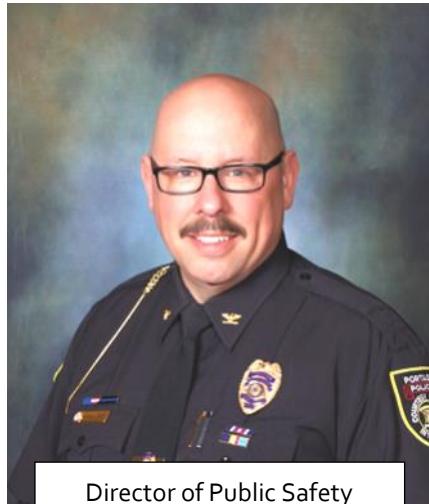
# OFFICE OF THE DIRECTOR



*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 Office of the Director is comprised of the Public Safety Director – Police/Fire Chief, an administrative assistant, and a part-time records clerk. The Office of the Director is responsible for the organization, budgeting, fiscal management, directing, and planning for the entire department, as well as internal investigations.

## PUBLIC SAFETY DIRECTOR—POLICE/FIRE CHIEF



Director of Public Safety  
Nicholas J Armold

Nicholas J. Armold is the Director of Public Safety and Police/Fire Chief. His responsibilities include overseeing and establishing the objectives of the agency's executive officers, community outreach and professional standards for both the Police and Fire Divisions.

Director Armold joined the Portage Department of Public Safety in April of 2014 as the Senior Deputy Police Chief over Operations. Prior to this, he had over 25 years of experience as a police officer and firefighter, working for the City of Huntington Woods, where he retired at the rank of Deputy Chief.

Director Armold has a Bachelor of Science degree in Criminal Justice from Lake Superior State University and is a graduate from Northwestern University Center for Public Safety School of Police Staff and Command. He is also a graduate of the U.S. Department of Justice Federal Bureau of Investigations National Academy.

## ADMINISTRATIVE ASSISTANT



Administrative Assistant  
Barbara Garlow

Barbara Garlow is the Administrative Assistant for the Office of the Director. Her primary responsibilities include providing administrative support to the Director and Senior Deputy Chiefs on a daily basis, and proactively anticipating the needs of the office.

Barbara was hired in September 2011 as a part-time Administrative Assistant at the Department of Public Safety—Fire Division. She went on to fill a full-time role as Administrative Assistant at the Department of Public Services from 2012-2018; returning to the Department of Public Safety in August 2018.

Barbara graduated from Kalamazoo Valley Community College with an Associates Degree in Applied Science for Administrative Assistant. She holds certification as a Legal Office Assistant and is also a certified Microsoft Office Specialist.

## ADMINISTRATIVE RECORDS CLERK



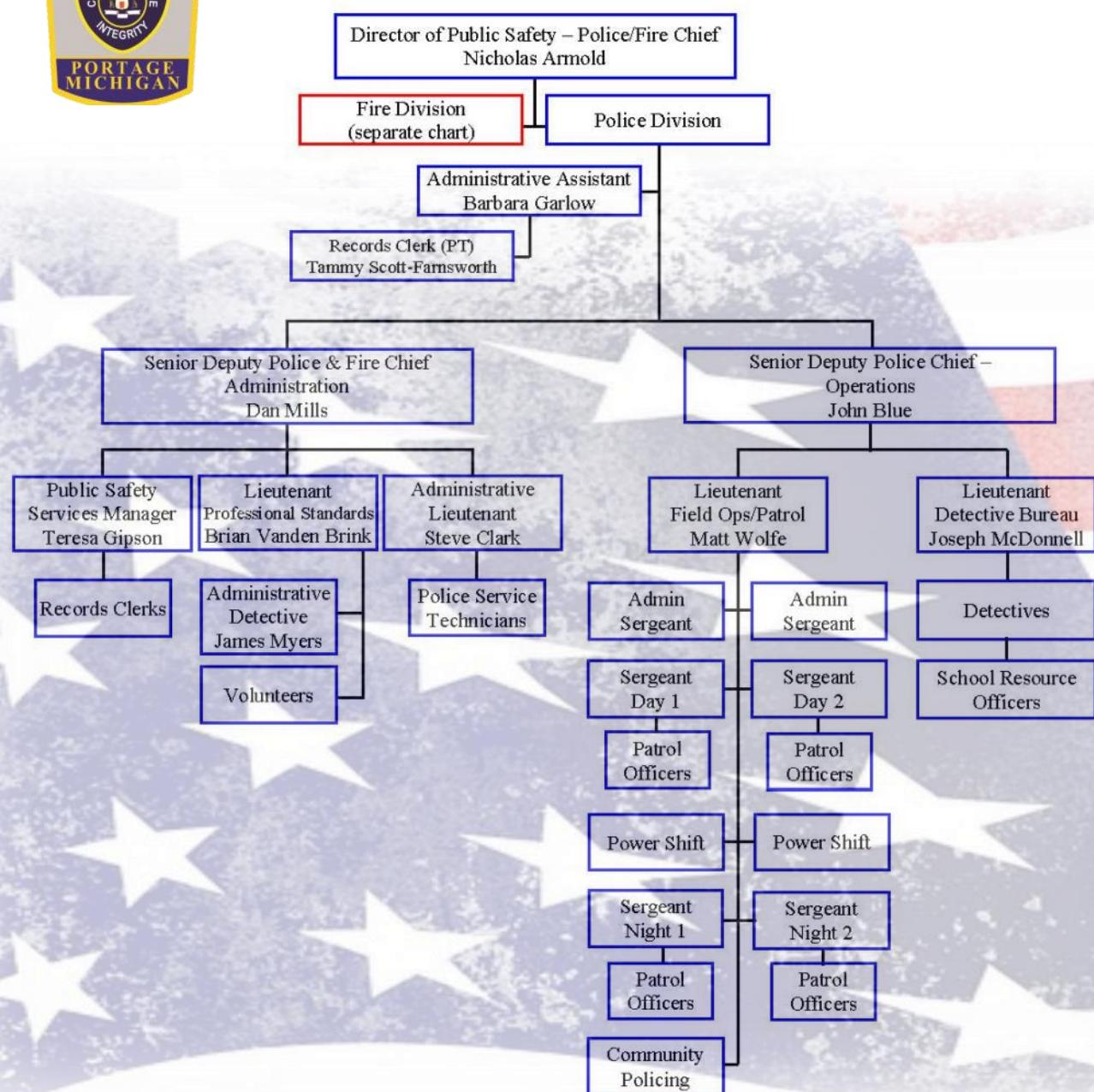
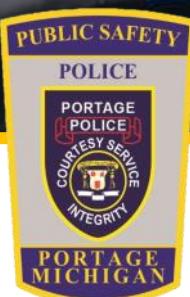
Records Clerk (PT)  
Tammy Scott-Farnsworth

Tammy Scott-Farnsworth joined the Police Division in September 2013 after retiring from the U.S. Postal Service. She serves as the part-time Records Clerk for the Administrative Division, reporting to the Administrative Assistant. Her primary responsibilities include general office work, copying, typing, mail distribution and assisting the Records Section as time allows.

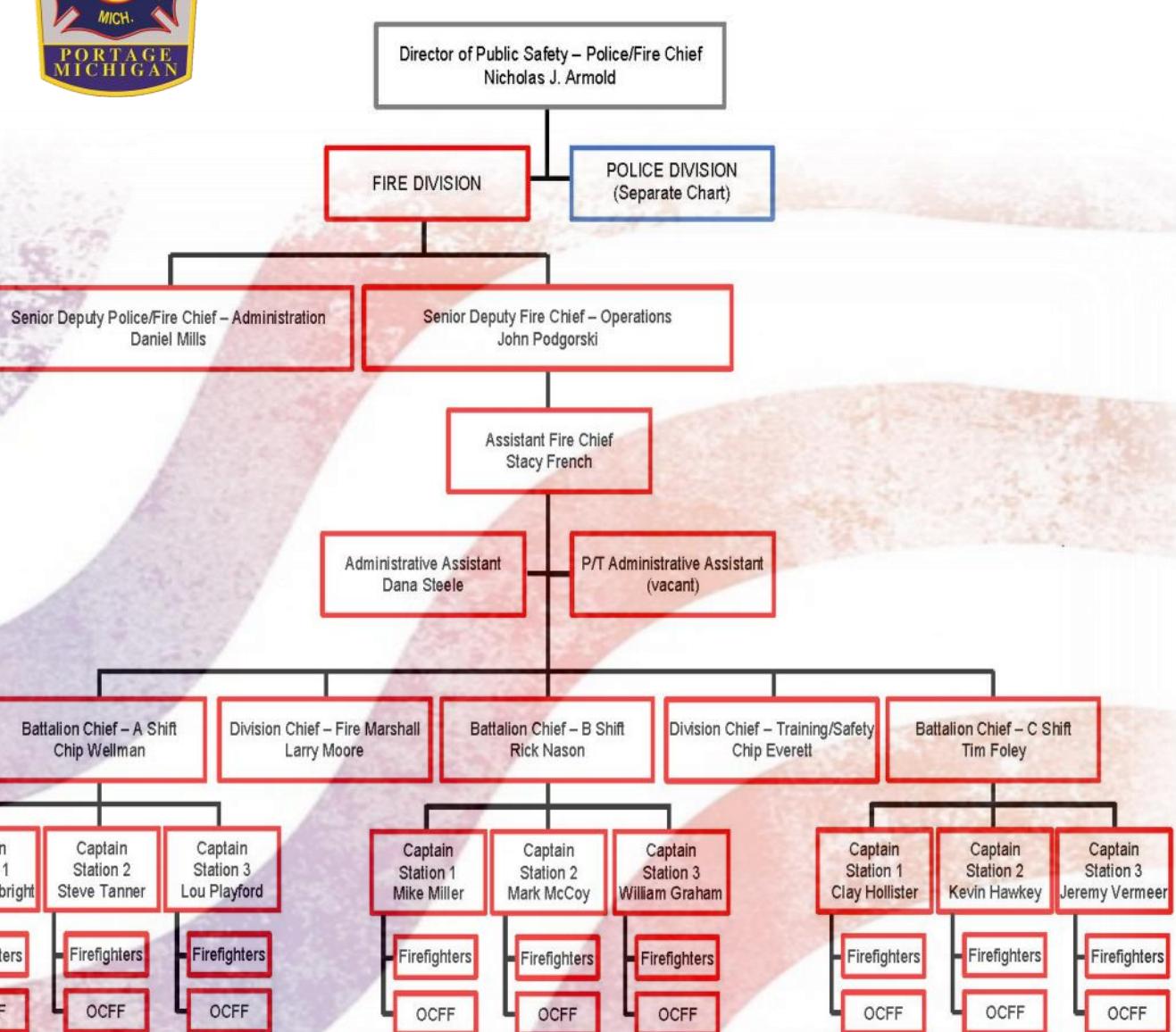
Tammy holds an Associates Degree from Kalamazoo Valley Community College.



# POLICE DIVISION ORGANIZATIONAL CHART



# FIRE DIVISION ORGANIZATIONAL CHART



## POLICE DIVISION



*The Police Division is a full-service law enforcement agency that provides a variety of law enforcement services, such as 24-hour-a-day patrol, school resource and community policing officers, and various other service teams. Reducing crime and improving the quality of life for our citizens are two of our highest operational priorities. We understand that building, cultivating and maintaining the community's trust and developing community partnerships are the key elements in our crime reduction efforts. We are committed to the ideals of "partnership-based policing," which can only be accomplished by developing close working relationships with our neighborhoods and businesses.*

### 2019 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 is authorized a total of 58 full-time and 2 part-time sworn officers. In 2019, the division had 57 full-time and 1 part-time sworn officer positions filled.
- The Police Division responded to 35,808 calls for service in 2019 and investigated 1,680 part 1 and 2,637 part 2 crimes.
- The most frequently occurring crimes in Portage in 2019 were Violation of Court Orders (280), Larceny (673), Retail Fraud (669), Assault (521), and Fraud (364). Of those crimes, officers arrested 2,306 adults on 2,558 charges and 148 juveniles on 161 charges.

## 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.

### 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.

### 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.

### CODE OF ETHICS

Each member of the Portage Police Division has signed a pledge to abide by a code of ethics:

*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.*

## HISTORY



**December 31, 1963** City of Portage Chartered

**August 1964** Richard Wilde Hired as First Police Chief

**1966** Reserve Police Unit Established

**August 1967** David Sharp Promoted to Police Chief

**January 1970** Youth Section Established

**September 1970** Department Assumes School Crossing Guard Responsibilities

**January 21, 1971** Department Moved to Present Police/Court Building

**March 31, 1975** George E. VonBehren Hired as Police Chief

**1977** City Emergency Preparedness Plan Developed by Police Department

**September 1979** Police/Fire Central Dispatch Established

**1985** Michigan Association of Chiefs of Police Traffic Safety Award

**1985** Department Computerizes Records

**September 1988** Police/School Liaison Program Instituted

**November 1988** Volunteer Parking Enforcement Program Implemented

**October 1989** D.A.R.E. Program Instituted

**March 1990** Old City Hall Remodeled and Field Operations Relocated

**1995** Michigan Association of Chiefs of Police Traffic Safety Award

**November 6, 1995** Richard J. White Hired as Police Chief

**September 1996** Crime Prevention Program Instituted

**1998** Police Computers Upgraded to a PC Network

**1998** Police Citizens Academy Implemented

**September 1999** Formal Application Made to Become C.A.L.E.A. Accredited

**1999** Kalamazoo County District Courts Consolidated

**January 2001** D.A.R.E. Program Transferred to Sheriff's Department

**October 2001** State of Michigan Law Enforcement Information Network (LEIN) Certificate of Excellence

**July 2003** C.A.L.E.A. Certification Received

**April 2004-2005** Remodel of the Annex and Headquarters Building

**March 2006** Received C.A.L.E.A. Reaccreditation

**October 2007** Electronic Citations Implemented

**August 2008** Digital Mobile Video Recording Implemented

**October 2008** Bicycle Patrol Implemented

**November 2008** Electronic Accidents Implemented

**March 2009** C.A.L.E.A. Reaccreditation

**January 1, 2011** Prisoner Holding Facility Closed

**February 2011** Records Department Upgraded to a Digital Dictation System

**July 7, 2011** Police and Fire Departments Consolidated into Public Safety

**March 2012** C.A.L.E.A. Reaccreditation

**March 2015** C.A.L.E.A. Reaccreditation

**July 2015** Motorcycle Patrols Implemented

**December 2015** Canine Program Implemented

**March 2016** Fire Department Accredited by Commission on Fire Accreditation International

**August 2016** Application Made to Michigan Law Enforcement Accreditation Commission (MLEAC)

**March 2, 2017** Nicholas J. Arnold Promoted to Public Safety Director – Police/Fire Chief

**February 2018** Michigan Association of Chiefs of Police Award

**July 2018** C.A.L.E.A. Reaccreditation

**July 2018** C.A.L.E.A. Communications Accreditation Award

**October 2018** Dispatch Center Decommissioned

**November 7, 2019** K9 Zorro End of Watch



## ADMINISTRATIVE SERVICES



*The Administrative Services Division is commanded by a deputy police chief and is responsible for the maintenance and dissemination of police reports, training, accreditation, professional standards, property and evidence, budgeting, capital improvement projects, public safety communications, and facilities.*

### SENIOR DEPUTY POLICE/FIRE CHIEF—ADMINISTRATION



Senior Deputy Chief  
Dan Mills

Daniel J. Mills is the Senior Deputy Chief of Administration. His responsibilities include overseeing Professional Standards, Training, Technical Services, Public Safety Communications, Records, Property and Evidence, Crossing Guards, Emergency Operations, Fleet Maintenance, and Purchasing for both the Police and Fire Divisions.

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

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.

## ADMINISTRATIVE SECTION

The Administrative Section is led by Administrative Lieutenant Steve Clark and is responsible for Police Service Technicians, Equipment and Quartermaster, Fleet Maintenance, Physical Plant, Planning and Research, and Contract Compliance.

## INFORMATION CENTER

The Portage Police Division Information Center is staffed during normal business hours by Police Service Technicians Jenny Evans and Diane Malz. Information Center personnel are responsible for handling all citizen contact within the lobby, fielding all non-emergency incoming telephone calls, scheduling fleet maintenance, taking non-criminal fingerprints, issuing permits to purchase handguns, as well as registration of handguns. During 2019, Information Center personnel issued 148 permits to purchase handguns and 1,142 registrations for handguns for the City of Portage.

## PROPERTY AND EVIDENCE UNIT

The Property and Evidence Unit receives all evidence and property found by, turned in to, or collected by police personnel. Certified Evidence Specialist Diane Malz is responsible for ensuring and maintaining the safe, secure storage of all evidence and property.

Bar coding began in 2007 and aids in managing and auditing property in the property room. All property and evidence items submitted are also entered into a computer database. Case research is then done so final disposition of 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.

All property is maintained and released according to International Association for Property and Evidence (IAPE) and accreditation 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 2019, 3,081 items were logged into property and 2,964 items were properly disposed of in evidence; a ratio of .96 to 1. The property dispositions were achieved by returning items to their owners, sending items to auction, or destroying items of no value.



## DEPARTMENT TECHNOLOGY

The computer network extends to over 40 desktop computers and 20 mobile computers. An extensive computerized records management system (RMS) is maintained on a Windows 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 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 technology provides 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. 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.

## COMMUNICATION CENTER

In October 2014, the City of Kalamazoo, City of Portage, County of Kalamazoo, Charter Township of Kalamazoo, and Western Michigan University collaborated to create the Kalamazoo County Consolidated Dispatch Authority (KCCDA). The KCCDA was formed to merge all public safety dispatch operations into one county-wide consolidated dispatch operation.

On October 30, 2018, KCCDA became operational, effectively closing all area Public Safety Answering Points (PSAP's), including the Portage Communication Center. As of that date, KCCDA has been providing police and fire communications for the Portage Department of Public Safety. KCCDA dispatchers are responsible for receiving police and fire emergency and non-emergency calls and dispatching the appropriate units.

## RECORDS

The Portage Police Division Records Section is led by Public Safety Services Manager Teresa Gipson and is staffed by three full-time and four part-time Records Clerks, as well as six full time Records Clerk II's. The Records 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 Microsoft Windows based records management system (RMS) aids the department in precise recordkeeping and allows for retrieval of information for release and compiling complex, in-depth statistical data. Records personnel are able to scan ancillary documents into a 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.

2019

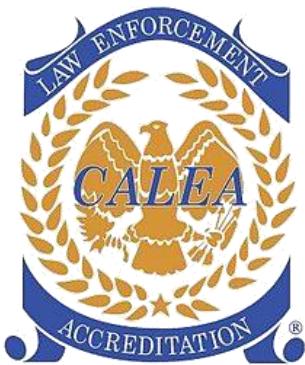
Records Staff Processed:

2,595	FOIA Requests
1,603	Accidents
8,412	Cases
2,306	Adult Arrests
148	Juvenile Arrests
954	Alarms



## PROFESSIONAL STANDARDS UNIT

The Professional Standards Unit is commanded by Lieutenant Brian Vanden Brink and an administrative detective. The Professional Standards Unit is responsible for the accreditation process, internal affairs investigations, inspections, training, and oversight of volunteers.



In order to maintain a high level of excellence, the Portage Department of Public Safety continues to maintain status as an accredited police agency. The Department is one of ten in the State of Michigan to have earned accredited status for Police from the Commission on Accreditation for Law Enforcement Agencies (CALEA).

The 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. 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.

## 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.

		2015	2016	2017	2018	2019
Method Received	Internal	10	8	9	2	7
	External	12	10	16	1	2
Method Processed	Supervisory Review	7	3	8	1	0
	Internal Affairs	15	15	17	2	9
Nature of Complaint	Rude/Unprofessional	4	4	3	0	1
	Insubordination	0	0	2	0	0
	Dispatch/Policy Violation	4	0	2	0	n/a
	Rules & Regulations/Policy Violation	3	5	4	1	6
	Inadequate/Improper Investigation	0	0	1	1	0
	Use of Force	1	0	3	1	2
	Other	10	9	10	0	0
Findings	Not Sustained/Unfounded	12	7	9	1	2
	Sustained	10	11	16	2	5
	Policy Failure	0	0	0	0	2
	*Investigation Suspended	n/a	n/a	n/a	n/a	2

## TRAINING DIVISION

The Police Training Division is coordinated by Lieutenant Brian Vanden Brink, a 29 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 Consortium. The membership fee of \$3,245 is based on the number of sworn officers in the department. Participation in the Training Consortium 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 2019, officers completed training in the areas of:

- Legal Update
- Hazardous Material
- All Hazard Plan
- Supervisor Development
- Domestic Violence
- Criminal Investigations
- Criminal Intelligence
- Michigan Mental Health Code
- Accreditation
- Ethics
- Use of Force
- Crimes Against Children
- Biased Based Policing
- De-escalation
- Sexual Harassment

The Training Division provides annual in-service training in the areas of Firearms, Defensive Tactics, and Use of Force. Each month, varying topics are chosen and distributed to staff electronically. The employee is allowed 2-3 weeks to complete the training. The training administration continues to identify individual training needs and provide opportunities for employee specialization, promotion, and job effectiveness. In 2019, police officers received approximately 4,132 hours, or 517 days, of training.

## VOLUNTEERS

The Training Division also coordinates all volunteer activities and numerous other volunteers. Several volunteers donate their time to the clerical and recordkeeping function of the Police Division. In 2019, these individuals provided over 1,200 hours of service.



## CHAPLAIN SERVICES

Chaplain Services began in 2014 with one chaplain who volunteered his time to support both the Police and Fire Divisions. Due to a growing need, a second chaplain was added in 2018.

Public Safety Chaplains receive training in this ministry and have donated many hours of their time working with all Public Safety staff. They have also offered spiritual assistance to crime and accident victims, and have demonstrated tremendous caring and compassion by offering continued support to those in need.



## CITYWIDE CRIME STATISTICS

CRIME	2015	2016	2017	2018	2019	% Change 2018-2019	% Change 2015-2018
<b>PART 1 OFFENSES</b>							
Murder/Non-negligent Homicide	1	0	1	2	0	-100%	-100%
Criminal Sexual Conduct	15	19	24	20	31	55%	106%
Robbery	21	13	15	15	14	-7%	-33%
Aggravated/Felonious Assault	45	54	55	73	91	25%	102%
Arson	4	5	3	4	7	75%	75%
Burglary	165	140	182	173	163	-6%	-1%
Larceny	646	591	638	683	673	-1%	4%
Motor Vehicle Theft	36	23	60	76	68	-10%	6%
Retail Fraud	577	535	635	537	633	18%	10%
<b>TOTAL PART 1</b>	<b>1,510</b>	<b>1,380</b>	<b>1,613</b>	<b>1583</b>	<b>1680</b>	<b>6%</b>	<b>11%</b>
<b>PART 2 OFFENSES</b>							
Negligent Homicide	1	0	0	0	0	0%	-100%
Kidnapping	2	3	2	3	2	-33%	0%
Stalking	38	49	49	28	43	54%	13%
Extortion	0	0	0	0	0	0%	0%
Forgery/Counterfeiting	35	44	46	84	87	4%	149%
Fraud	274	363	369	416	364	-12%	3%
Embezzlement	30	28	33	28	48	71%	100%
Recovered Stolen Property	18	24	29	21	19	-9%	6%
Malicious Damage to Property	292	202	190	173	189	9%	-35%
Drug Offenses	359	305	242	228	118	-48%	-67%
Obscene Material	4	9	10	1	2	100%	-50%
Weapons Offenses	37	34	27	40	20	-50%	-46%
Retail Fraud (misc. categories)	11	24	12	20	36	80%	227%
Non-aggravated Assault	383	434	384	408	430	5%	12%
Illegal Entry	33	32	30	38	34	-11%	3%
Bad Checks	27	25	30	36	36	0%	33%
Sex Offenses	14	11	27	12	21	75%	50%
Family Offenses	18	15	15	16	37	131%	106%
Liquor Violations	78	68	58	37	19	-49%	-76%
Hindering and Obstructing	106	90	112	114	102	-10%	-4%
Obstructing Justice	1229	706	680	508	280	-45%	-77%
Disorderly/Public Peace	312	323	312	311	279	-10%	-11%
Hit & Run Accidents	104	55	49	55	56	2%	-46%
Driving While Intoxicated	162	137	138	140	124	-11%	-23%
Trespassing	146	132	135	153	133	-13%	-9%
Runaway	50	41	55	53	21	-60%	-58%
Other Part 2	210	199	162	200	150	-25%	-29%
<b>TOTAL PART 2</b>	<b>3,973</b>	<b>3,353</b>	<b>3,196</b>	<b>3123</b>	<b>2650</b>	<b>-15%</b>	<b>-33%</b>
<b>GRAND TOTAL OFFENSES</b>	<b>5,483</b>	<b>4,733</b>	<b>4,809</b>	<b>4705</b>	<b>4330</b>	<b>-8%</b>	<b>-21%</b>



*The Field Operations Division is responsible for the coordination and oversight of Crime Prevention, Daily Field Operations (including Patrol Activities and Criminal Investigations), Field Training and overall supervision of Police Officers, Crime Scene and Accident Investigation Services, and Oversight of Special Operations.*

The Field Operations Division is commanded by a senior deputy chief. The division is divided into two sections: the Patrol Section and the Detective Bureau.

## SENIOR DEPUTY POLICE CHIEF—OPERATIONS



Senior Deputy Chief  
John C. Blue

John Blue is the Senior Deputy Police Chief of Operations, and oversees the day-to-day activities of all operational elements including: patrol operations, criminal investigations, narcotics unit, crime scene services the school resource officer program, and community policing. He conducts performance appraisals, and is responsible for recommending awards and discipline of employees. He is responsible for investigating all types of complaints directed at the Police Division and its personnel. Deputy Chief Blue 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 Blue was appointed to the position of Senior Deputy Police Chief of Operations in March of 2017. He has over 32 years of law enforcement experience, starting his career in 1987 with the Kalamazoo County Sheriff's Office. In 1988, he was offered a position with the City of Portage. Throughout his career, Deputy Chief Blue has worked in many facets of police work, including patrol officer, SWAT operator and supervisor, manager and state accreditation assessor, detective bureau supervisor, patrol sergeant, and lieutenant.

Deputy Chief Blue received his Bachelor of Science degree in 1987 and Master of Public Administration and Educational Leadership degrees in 2007, from Western Michigan University.

Deputy Chief Blue recently completed a 6-month Executive Fellowship with the FBI (Washington) and was assigned to the Active Shooter Initiative/Task Force. Deputy Chief Blue has presented and instructed nationally. He also instructed at the Kalamazoo Valley Police Academy and was Adjunct Professor at Western Michigan University. Deputy Chief Blue sits of several committees including the Kalamazoo County Opioid Task Force and the Kalamazoo County Disaster Committee.

## PATROL



Regarded as the most fundamental function of police service, patrol officers make up the largest portion of the agency. When the Portage Police Department was formed in 1964, all officers were assigned to patrol. As the demands and agency grew, detective positions and specialized assignments started being added in 1966.

The Patrol Section is responsible for the daily coordination of patrol officer activities providing coverage to the community, and responding to calls for police service. The Patrol Section is commanded by Patrol Lieutenant Matt Wolfe, who reports to the Deputy Chief of Operations.

Today, the Patrol Division is comprised of two primary shifts. Each shift works in a 12-hour complimentary cycle, allowing for 24-hour coverage. Patrol also has a "Powershift" comprised of several officers who provide additional overlap coverage. Within each of the two primary shifts, officers and sergeants are further divided into teams, with two teams per shift, allowing for more individual team unity and supervision as each team is supervised by a sergeant. During each shift, patrol officers are either assigned to specific districts or city-wide support, based on staffing numbers. A patrol officer's duties involve both crime prevention and suppression activities. In addition to responding to calls, emphasis is placed on self-initiated activities, such as citizen and business contacts, high visibility patrols, and directed patrols in high activity areas.

## DART UNIT (Data Analysis & Response Team)

In October 2019, the Portage Department of Public Safety launched a new Patrol initiative which significantly changes how police patrolling occurs throughout the City of Portage. The department has assigned two officers to specifically conduct traffic enforcement as part of the Data Driven Approaches to Crime and Safety (DDACTS) program. These officers conduct high-visibility traffic enforcement in designated "hot spot" areas of the city that have high occurrences of property crimes and traffic crashes that occur in the same area. The goal of the focused enforcement in the area is to reduce key crime categories, as well as crashes, through a more effective use of personnel resources.

## K9 UNIT



In 2016, the Portage Department of Public Safety established a canine program with the introduction of Canine Officer Zorro. He was 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. Zorro was also utilized for public relations and educational demonstrations throughout the city. Zorro and his handler, Officer Jordan Wentworth, are NAPCH certificated (National Association of Professional Canine Handlers).

In 2019, Canine Zorro developed a sudden illness and passed away on November 7. During his tenure serving the citizens of Portage, Zorro and Officer Wentworth had numerous deployments, including drug detection, missing persons tracking, suspect tracking, high-risk incident support, vehicle and article searches, and criminal apprehension.

Officer Wentworth will be selecting and training Officer Zorro's replacement in 2020. The training will consist of several months of practical work and skill development.

## TELESERVE

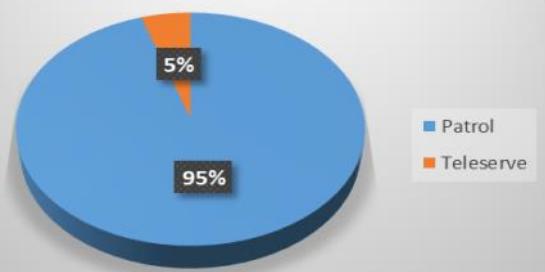
Individuals reporting certain crimes may make a report by telephone or by internet, which eliminates the need for an officer to respond, freeing patrol officers to work more effectively on quality of life issues and directed patrol efforts. Desk officers assigned to Teleserve support the district patrol officers by investigating reports by telephone, in-person at the police department, and by other electronic means. Teleserve officers conduct followup 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 2019, Teleserve officers handled approximately five percent of the initial daily caseload and calls for service between the hours of 8:00 a.m. and 4:00 p.m. Teleserve services allow patrol officers to concentrate their efforts on resolving neighborhood quality of life issues and crime prevention activities.



### Teleserve Activity

2019



## CRIME SCENE SERVICES UNIT

The Portage Police Division Crime Scene Services Unit is a specialized team of officers who are trained in processing crime scenes and investigating major accidents. The team is currently comprised of six Crime Scene Technicians and three Accident Reconstructionists.

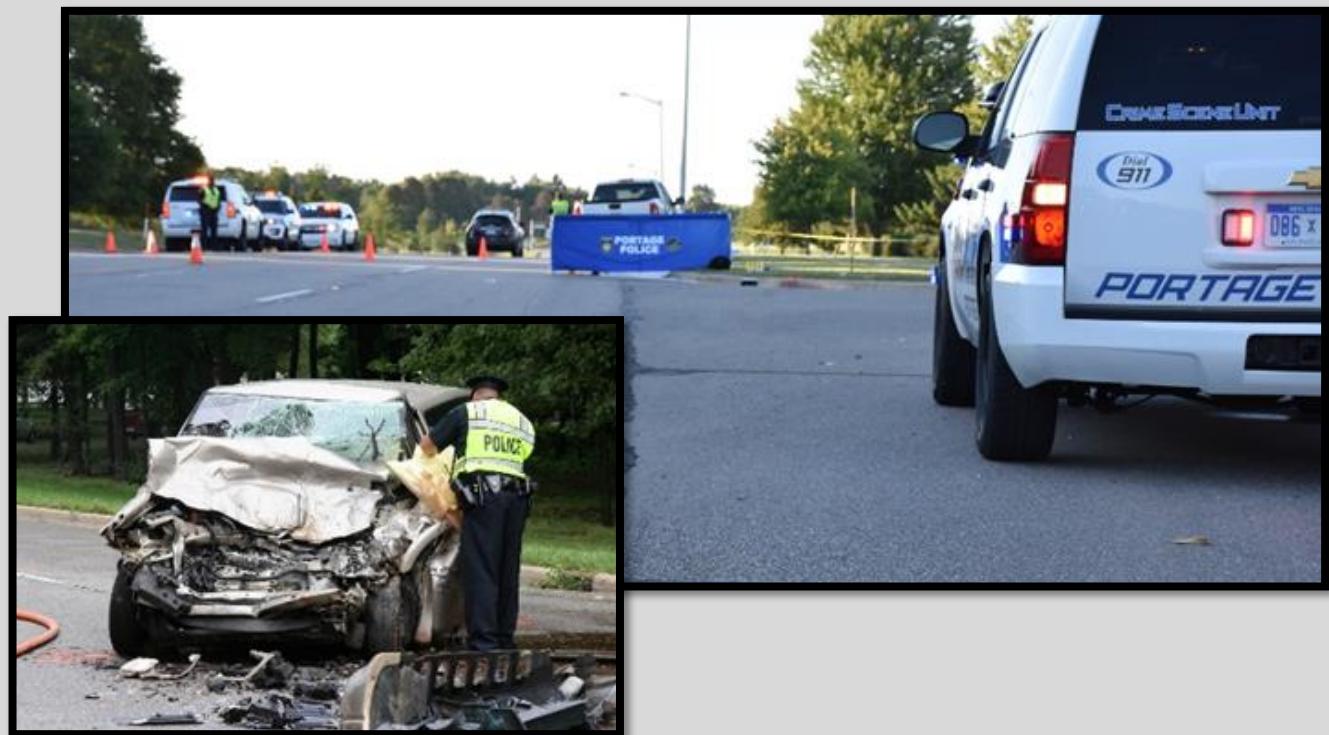
Crime Scene Technicians identify, collect, and document evidence at a crime scene. Over the last three years, the unit and its members have been credited with 234 "hits" on latent prints and DNA that was collected at crime scenes. A "hit" is a match made to an otherwise unidentified person at a crime scene.

The Crime Scene Unit utilizes a wide variety of equipment to document, process and collect evidence at a variety of incidents and crime scene investigations. Equipment includes a latent print fuming chamber, print dusting stations, alternate light source, digital cameras, FARO® 3D Laser Scanner and a crime scene processing vehicle. Crime Scene Technicians are routinely called to process crime scenes, death investigations, serious and fatal traffic investigations. In 2019, 488 personnel hours were dedicated to processing 174 crime and crash scenes and other investigations.



## ACCIDENT RECONSTRUCTION

The department has three Accident Reconstructionists. They are called to the scene of major traffic crash investigations to document and reconstruct elements of the crash. They work jointly with crime scene technicians, using a sophisticated FARO 3D Laser Scanner to map scenes, creating computer-based, three-dimensional representations. Also utilized is a Vericom unit that analyzes drag factors used in reconstruction of crashes.



## DETECTIVE BUREAU



The Detective Bureau (DB) is the investigative arm of the Police Division. The team is comprised of five Detectives, two School Resource Officers, one Community Policing Officer, and one narcotics officer assigned to a multi-jurisdictional task force (KVET/SWET). The Detective Bureau is commanded by Lieutenant Joseph McDonnell who reports to the Deputy Chief of Operations.

Portage Police detectives average 15 to 20 active cases per month. Assignments and duties of the detectives include:

- Major case investigations (Part 1 crimes) including 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).

## KALAMAZOO METRO SWAT

Kalamazoo Metro Special Weapons and Tactics (SWAT) is a multi-jurisdictional team currently made up of SWAT officers from the Portage Department of Public Safety, Kalamazoo Department of Public Safety, Western Michigan University Police, Kalamazoo Township Police 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 2019, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT team, were utilized at 70 incidents. These incidents included high-risk arrest warrants, barricaded subjects and high-risk search warrants, among other types of operations.

The Kalamazoo Metro SWAT team produces an annual training schedule which includes training in firearms, entry, 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.



## DRUG LAW ENFORCEMENT—PUNT/KVET

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 patrol team, a detective, a community policing officer, and a sergeant. The unit is commanded by the Detective Lieutenant.

One Portage Department of Public Safety officer is also assigned to the Kalamazoo Valley Enforcement Team (KVET). This is a multi-jurisdictional team that focuses on investigations of controlled substance violations in the Kalamazoo area and throughout southwest Michigan.

## SCHOOL RESOURCE OFFICERS (SRO)

Since 1988, the Portage Police Department has provided a 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 also have responsibilities within the three middle schools and eight elementary schools.

These 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.



The SRO program is a member of the National Association of School Resource Officers (NASRO) and has had officers become certified as national practitioners.

## COMMUNITY POLICING OFFICER (CPO)

The Community Policing Officer, assigned to the Patrol Section, has many diverse responsibilities and functions. The CPO position is a three-year assignment, and the officer is selected from the patrol ranks. The Community Policing Officer meets weekly with the Senior Deputy Chief of Field Operations, who, as part of DDACTS (Data Driven Approaches to Crime and Traffic Safety), 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.

The Community Policing 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 Community Policing Officer is also a board member on several community groups, including the Safe Kids Coalition and Project Lifesaver. The Community Policing Officer also assists with coordination of the police website and writing safety articles for media publication.



## EDUCATION FOR EMPLOYMENT (EFE) and INTERNSHIPS

In 2019, the Portage Department of Public Safety – Police Division continued its partnership with the Kalamazoo Regional Educational Service Agency (KRESA) and universities in the state to participate in the Education for Employment and Internship programs.

Education for Employment (EFE) is an award-winning career and technical education center without walls that offers a wide range of programs to 10th through 12th grade students. EFE programs reflect “real world” applications and maintain the rigorous requirements of the Michigan Merit Curriculum, as well as state, national, and industry technical standards and requirements.

In 2019, PDPS accepted Isaac Bos for the EFE program. The home-school student received credit towards his diploma, and the program provided him a chance to witness and experience the general functions of an operating police department. In addition to riding along with officers, Isaac assisted with special events and attended meetings with detectives. The student was also trained on how to conduct vehicle inspections for the patrol fleet.



March 25, 2019: Governor Whitmer town hall meeting at Portage North Middle School

In 2019, former Michigan State University intern and Portage native, Alexandra Riesgraf, attended Police Academy as a PDPS Police Trainee at Lansing Community College—the first trainee sponsored through academy by Portage. She graduated LCC Police Academy in May 2019, and went on to successfully complete her Field Training.





## FIRE DIVISION

### 2019 FIRE DIVISION PROFILE

- The City of Portage has approximately 21,000 residential units, over 2,400 commercial properties, and a population of over 49,000.
- The number of calls for service by the Fire Division in 2019 was 5,097.
- Over 3,000 company inspections are now being completed on an annual basis.
- Over 80 public education events were provided this year for the citizens of Portage, which included 9,000 adults and 11,500 children.

### OVERVIEW OF OPERATIONS

Rescues, including that of household medical calls, continue to result in the greatest call volume, consisting of approximately 60% of all calls.

Overall incident responses for 2019 were similar to those experienced in 2018. Emergency medical service calls increased 9%, while fire incidents decreased by 9%, when compared to previous years. Residential fires constitute the greatest number of fires that occur within the City of Portage. Over 54% of all calls occur between the hours of 10:00 a.m. and 8:00 p.m.

FIRE RESPONSE	2016	2017	2018	2019	AVERAGE
	4972	5543	5483	5097	5273

# 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.



# HISTORY



**October 1940** Portage Fire Department Established

**October 1940** First Fire Station Constructed at 7721 South Westnedge Avenue

**May 1, 1941** Ernest Hall Appointed First Fire Chief

**April 28, 1942** Jacob Mein Hired as Fire Chief

**May 1, 1942** Emergency Response Services Began

**May 5, 1942** First Alarm Response

**December 31, 1963** City of Portage Chartered

**1975** Fire Department Master Plan developed (Rolf Jensen & Associates, Inc.)

**1975** Fire Station 2 Constructed on Oakland Drive

**1977** Minimum Staffing of Seven Established by City Administration

**1984** Fire Station 1 Moved to Current Location

**1994** Fire Station 3 Constructed at Sprinkle Road

**2013** Fire Accreditation Process Initiated

**March 15, 2016** Accredited Agency Status with Commission on Fire Accreditation International (CFAI) Received

**2019** New Fire Station No. 2 Ground Breaking

## SENIOR DEPUTY FIRE CHIEF—OPERATIONS



Senior Deputy Fire Chief  
John Podgorski

Deputy Chief John Podgorski was hired by the Portage Fire Department in 2002 as the Administrative Deputy. In 2005, he was assigned to Operations Deputy where he oversaw the daily scheduling of personnel and other operational responsibilities. Prior to his time at Portage, Deputy Chief Podgorski was the Fire Chief at Bridgeport Charter Township in Saginaw County for over 11 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

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 2011, French was promoted to Assistant Fire Chief where he oversees the Fire Marshal Division and the Training Division. He also assists in development of the budget, capital improvement projects, and operational policy.

In addition to a Bachelor of Science and Master of Arts from Sienna Heights, he completed his Interdisciplinary Ph.D. in Evaluation through Western Michigan University in 2016. His certifications include Professional Emergency Manager 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.



## ADMINISTRATIVE ASSISTANT



Administrative Assistant  
Dana Steele

Dana Steele joined the Fire Division in November 2014. Her primary responsibilities include providing support to the Senior Deputy Chief, Assistant Chief, Fire Marshal and Training Officer on a daily basis, while also supporting the firefighters with the processing of payroll, training requests, and purchasing requests. Dana also assists the citizens and businesses of Portage with answering questions about services that are provided by the Fire Division.

Dana is a graduate of Georgian Court University where she earned a Bachelor of Arts degree in Sociology and Religious Studies.

## ADMINISTRATIVE ASSISTANT (part-time)



Administrative Assistant (PT)  
Amanda Herrick

Amanda Herrick joined the Fire Division in July 2018 and served in a part-time role for the division. Her primary responsibilities included answering phones, assisting people at the counter, making car seat installation appointments, computerizing vehicle maintenance records, filing, and general office work.

Amanda is a transplant from Houston, Texas, and a graduate of the University of Houston-Downtown where she earned a Bachelor of Arts degree in English Literature and Composition. She is currently enrolled in the Higher Education and Student Affairs Master's program at Western Michigan University.

Amanda resigned from the department in September 2019 to focus on her graduate classes at Western Michigan University. In February 2020, the vacant position was filled by Nicole Barlow.



## DIVISION CHIEF TRAINING/SAFETY CHIP EVERETT



Fire Training Officer  
Chip Everett

Chip Everett began his career with the Fire Department in 2015 as a Captain in the Operations Division and was selected as the Training Officer in August 2018. His primary responsibility is the training and safety program at the Fire Division; he is also involved with managing the accreditation process. Division Chief Everett previously served as the Training Officer for Oshtemo Township from 2010 to 2015. He began his firefighting career with Oshtemo Township as a paid-on-call firefighter in 1999 and rose through the ranks to Training Officer.

Division Chief Everett earned a Master's Degree in Public Administration from Western Michigan University and is a credentialed Fire Officer III and Fire Instructor I through the Michigan Firefighter Training Council. He holds EMT-P and EMS-IC licenses from the Michigan Department of Health and Human Services. He is also credentialed as a Chief Training Officer by the Center for Public Safety Excellence. In 2019, Division Chief Everett completed the National Fire Academy's Executive Fire Officer (EFO) program.

## DIVISION CHIEF FIRE MARSHAL LARRY MOORE



Fire Marshal  
Larry Moore

Fire Marshal Larry Moore began his career with the Department of Public Safety Fire Division as Fire Marshal in 2012. In 2014, he pursued an opportunity to work in the Operations Division where he last served as Captain until his promotion into the current administrative role in August 2019.

Moore has served as the department Accreditation Manager and assisted the Fire Division to attain accredited status in 2016. 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 Moore has 23 years of fire service experience with both career and combination organizations. His educational background includes an Associate's Degree in Fire Science, a Bachelor's Degree in Public Safety Administration, and he is near completion of a Master's Degree in Organizational Leadership. In addition to college, he has attended classes at the National Fire Academy in Emmetsburg, Maryland and has attained several professional qualifications in fire inspections, investigations, and building and life safety code enforcement.

## FIRE DIVISION SECTION HEADS

**Captain Mark McCoy, Captain William Graham, and Captain Mike Miller** oversee station maintenance and repair, maintain station appearance, and assist fire administration with short and long term planning of facility maintenance. In 2019, extensive HVAC upgrades were made at Station 1.

**Captain Mike Miller** oversees the Self-Contained Breathing Apparatus (SCBA) program. Responsibilities include maintaining records, annual testing, and maintenance to of the SCBA units.

**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 which encompasses over 22,500 feet or 3 miles of hose each year. 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.

**Captain Louie Playford** 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. In 2019, several fire extinguishers were replaced due to age.

**Captain Louie Playford** also oversees the Small Tools program. Responsibilities include maintaining records and providing maintenance to all small tools utilized by the Fire Division. His 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. In addition, a new ventilation saw was purchased to replace an existing unit that was not serviceable any longer.

**Battalion Chief Chip Wellman** oversees the Apparatus and Radio Program and is assisted by Captain Miller. Responsibilities include maintaining records, scheduling of apparatus maintenance, chairing committees for new apparatus, equipment and programming/maintenance of all radios and pagers. Several new pagers were purchased to replace those units not serviceable any longer.

**Battalion Chief Tim Foley** oversees the Personal Protective Equipment (PPE), or commonly referred to as turn-out gear, and is assisted by Captain Hollister. Responsibilities include oversight of inspections, maintenance, and data entry into our database system. Several sets of turn-out gear were purchased for the newly hired personnel.

**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. With the assistance of Chief Chip Everett, they both put in countless hours in the programming of the new software and training of personnel.



# RESOURCES



## APPARATUS

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

Emergency Vehicle Products 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.

## 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 inspection and cleaning by an outside agency.

## FIRE HOSE

The Fire Division tested 22,500 feet of fire hose (equal to 3 miles) in 2019. Fire hose is one of the most important tools used by firefighters in the fire service today, as it was in the past and will continue to be in the future. Water continues to be the most reliable firefighting agent because of its availability and low cost. Without hose, the main extinguishing agent (water) would not be able to be moved from the fire hydrants to the fire apparatus, then to the fire. Fire hose used by the Fire Division meets all National Fire Protection Agency requirements.

## STATION 1



7810 Shaver Road

Located at the corner of Shaver Road and South Westnedge Avenue, Station 1 is recognized as the central station where the Fire Administration Office and Training Room are located. The training room is also used as the Emergency Coordination Center (ECC) and backup for the County Emergency Operations Center (EOC).

Primary duties performed from this station include repair of small tools and refilling portable oxygen bottles.

Minimum staffing at this station is three: (1) Battalion Chief, (1) Captain, (1) Firefighter, and assigned on-call.

*Maximum staffing is five: (1) Battalion Chief, (1) Captain, and (3) Firefighter and assigned on-call.*

Apparatus assigned to Station No.1: Engine 1211 (Rescue-Pumper), Vehicle 1281 (Battalion Chiefs), Critical Response Unit, Truck 1241 (Pierce 100' aerial), 1271 Brush Truck, Rescue 1251.

## 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.

Minimum staffing at this station is two: (1) Captain, (1) Firefighter, and assigned on-call.

Apparatus assigned to Station 2: Engine 1212 and 1222 (pumpers), and Engine 1252.

The current Station No. 2 is scheduled to be replaced in 2020. A ground breaking ceremony took place on August 22, 2019.

## STATION 3



8503 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.

Minimum staffing at this station is two: (1) Captain, (1) Firefighter, and assigned on-call.

Apparatus assigned to Station No. 3: Engine 1213 (pumper), Truck 1243 (E-One 100' aerial), and County Hazmat truck and trailer (temporarily re-assigned to Comstock Fire Station 9-1 to allow for relocation of Utility 1298 and the Michigan 5<sup>th</sup> District Technical Rescue Trailer which is typically assigned to Station 2).

## TRAINING DIVISION



The Portage Fire Training Division is headed by Division Chief of Training Chip Everett. The Training Division is supported by a Training Committee made up of various Fire Division members representing each shift. This group also recruits other members of the Fire Division who have specific areas of expertise in order to provide the best training and safe operations possible. The Training Division also participates in the Division Safety Committee, comprised of members from all three shifts, an on-call firefighter representative, a Police Division representative, and a representative from the Human Resources Department.

It is the Mission of the Training and Safety Division to provide the highest level of skill and knowledge based learning opportunities in order to maintain and raise the performance abilities and safe operations of Portage firefighters and officers.

## TRAINING OPPORTUNITIES

Overall in 2019, a total of 467 training classes were offered with 6,042 hours of accumulated training delivered. The annual training program covers fire suppression, emergency medical services, technical rescue, hazardous materials, and occupational safety and health. Training is provided on a weekly basis to all three shifts on the various discipline topics.

Many Fire Division members attended training presented by outside instructors or at other venues. These included the International Association of Fire Chiefs Conference, Fire Department Training Network facilities, Fire Department Instructors Conference, Homeland Security Conference, and the National Fire Academy, as a sampling.

The Fire Division participated in live fire drills throughout the year at the Kalamazoo Regional Training Facility. This type of real life training helps to reinforce the monthly drills into a complete exercise. Firefighters and officers were presented with a real life type event and all had the opportunity to run through several drills, getting essential hands-on experience with pulling hose lines, advancing them through a structure and to the seat of the fire.

The Fire Department Training Network (FDTN) group is a valuable resource that the Portage Fire Division was able to use in 2019 to provide lesson plans and training guides. Several members also attended various on-site training programs which provided enhanced training on fire ground operations.

## 2019 TRAINING GOALS ACHIEVED

- Worked collaboratively with Pride Care ambulance services to meet the required EMS Continuing Education for each member of the department in order to maintain EMS licenses.
- Provided opportunities to work with neighboring departments in order to build better teamwork, operational awareness, and interoperability with our initial and mutual aid partners (Texas Township, Pavilion, South Kalamazoo County Fire Authority, and Pfizer Fire Brigade).
- Conducted the Basic Disaster Life Support program for all personnel.
- Training on the new VHF radio system now utilized by all Kalamazoo County Fire Departments.
- Participated with the Kalamazoo County Fire Chiefs Association Fire Academy.
- Hosted the Medical First Responder Program for the Kalamazoo County Fire Chiefs Association.
- Implemented a new online training record management system which also allows for online program delivery.
- Participation with the Kalamazoo County Fire Chiefs Association Training Committee.
- Coordinated a wellness/fitness program for all members.





## TECHNICAL RESCUE

“Technical Rescue” is a term that is given to particular emergencies that are unique in nature and require a particular level of specialized training. These incidents usually require highly focused expertise and unique equipment in order to manage and mitigate the situation. Several members of the Fire Division have taken specialized training in technical rescue concentrations. These highly specialized forms of rescues may include confined space, high angle, trench rescue, ice rescue, and structural collapse.

The Portage team continues to represent the City of Portage on the 5th District Technical Rescue Team. Members from throughout Kalamazoo County work on the 5th District team and are subdivided into divisions. The ‘North’ division contains members from Portage and the Kalamazoo Department of Public Safety who provide an engine daily. The 5th District Team meets quarterly for specified training.

One of the biggest accomplishments for 2019 was the groundbreaking for the new Fire Station 2. Administration worked with the technical rescue team on the design of several technical rescue props and enhancements that will allow for in house training. One training enhancement includes a below grade confined space tube system with three separate access points to allow members to train in a realistic manner. There will also be numerous anchor points to allow for rope access training. In November 2020, Portage plans to host the quarterly 5th District team training sessions at this new station.



## ROPE & TOWER RESCUE

Rope rescue involves the use of ropes, anchoring and belaying devices, rappelling equipment and the use of mechanical advantages 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 include workers who cannot get themselves down (such as a worker trapped on a communication tower).



## CONFINED SPACE RESCUE

Confined spaces are areas that are large enough for a human to enter, yet not meant for continuous occupancy, nor continuous work. They typically include restricted or complicated entry points. Every school tunnel, manufacturing hopper, lift station and countless other locations throughout the city would be considered a "confined space."



## STRUCTURAL COLLAPSE RESCUE

This type of rescue involves the location of, extrication and medical stabilization of victims that are trapped in void spaces of buildings that have collapsed. In Portage, this type of incident might be the result of a natural disaster, such as a tornado, which has the potential to cause large amounts of structural damage to homes in a concentrated area. Smaller scenes might involve vehicles colliding with buildings, new construction incidents, or building explosions.



## TRENCH RESCUE

A trench is an excavation or depression in the ground that is generally deeper than it is wide, and narrower than its length. Rescue operations in these types of environments are very dangerous, with rescuers often becoming secondary victims. Trenches are found throughout the city and may vary from a few feet to over 20-feet deep. Oshtemo Fire Department (OFD) is the lead agency in Kalamazoo County for trench rescue operations and Portage would work collaboratively with OFD during any rescue operations.



## GRAIN BIN RESCUE

Grain bin type silos are often associated with the farming community, however, this isn't always the case. Concrete companies also use a similar structure to house and manage the products used to make concrete and other building materials. Workers who enter these structures put themselves at a tremendous risk as these are also confined spaces where the product inside can easily 'engulf' the worker. Rescuers must use special equipment and skill in order to effect this type of rescue.



## ICE/WATER RESCUE

Portage has an extensive amount of water (lakes, ponds, swamps, etc.) in which people may become injured or in need of removal. It could be open water or frozen ice that someone has fallen through. This type of rescue involves the use of suits that protect the rescuer from the extreme cold of the water. Our personnel train twice annually on ice/water rescue (class room and practical). For the last seven years, Battalion Chief Nason and Captain Miller have taught this class at the South Kalamazoo County Fire Authority's fire academy, in cooperation with Texas Township Fire Department, who also provides an instructor. This cooperation within the county ensures that all new recruits are trained to technician level.

## ACCREDITATION

On March 15, 2016, the Portage Department of Public Safety – Fire Division received Accredited Agency status with the Commission on Fire Accreditation International (CFAI) for meeting the criteria established through the CFAI's voluntary self-assessment and accreditation program. In 2020, the department will be working throughout the year on re-accreditation with an on-site inspection from a peer assessment group. This on-site is planned for late fall 2020, with the hopes of re-accreditation in March 2021.

The Portage Department of Public Safety Fire Division is one of approximately 200 agencies nationwide to achieve Accredited Agency status with the CFAI and the Center for Public Safety Excellence, Inc. (CPSE). Only two other agencies in the State of Michigan are accredited through the CFAI, the Detroit Metro Airport Fire Authority and the City of Grand Rapids Fire Department. The City of Portage is the first municipal public safety agency in the State of Michigan to have both Police and Fire agencies accredited.



Commission on  
Fire Accreditation  
International

The Fire Division's achievement of Accredited Agency status demonstrates commitment to provide the highest quality of service to the Portage community. The CFAI process is a proactive mechanism to plan for the future and identify areas for improvement on the quality of service the Portage Department of Public Safety provides. For example, by examining and making changes to call-processing methods, the Fire Division is able to respond in a shorter time period to medical-related responses.

## PERSONNEL CREDENTIALING

The Commission on Professional Credentialing (CPC) assists emergency services officers in their professional development by providing guidance on career planning. CPC offers several designations, including Chief Fire Officer (CFO), Chief EMS Officer (CEMSO), Chief Training Officer (CTO), Fire Marshal (FM), and Fire Officer (FO). A professional designation is recognition of broad career, educational and professional accomplishments. Designations offered by the CPC are internationally-recognized, third-party verification of professional competence in fire and emergency services. Achieving a 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.

Six Fire Division employees have received, and continue to maintain, their professional designations. These include FO, FM, CTO, and CFO.

## FIRE PREVENTION



The Fire Prevention section is headed by Division Chief Fire Marshal Larry Moore. The section is responsible for building and site inspections, fire protection plan review, fire code enforcement, public education, and fire prevention.

### FIRE MARSHAL INSPECTIONS

- 56 Camp Fire Permits
- 60 Camp Fire Renewals
- 3 Fire Code Consultations
- 2 Special Event Inspection
- 57 Final Occupancy Inspections
- 5 Fire Lane Inspection
- 3 Fire Marshal Follow-up Attempts
- 38 FOIA'S
- 13 Fire Marshal violation follow ups
- 22 Knox Box Maintenances
- 55 Fire Protection Inspections
- 35 Referrals to Fire Marshal
- 21 Spot Inspections
- 3 Tent or Membrane Structure Inspections
- 5 Water Main Finals

### ENGINE COMPANY INSPECTIONS

In 2019, engine companies made a total of 1,791 inspection visits to commercial and multi-family residential occupancies. These included 1,432 Annual Inspections and 359 Re-inspections.

### PLAN REVIEWS

An electronic plan review software called BlueBeam was implemented in 2018. This software streamlines the plan review process and allows for increased customer service to developers. After seeing the power of the software and experiencing it firsthand, several other city departments have also implemented the software. This has proven to be a great step toward reducing the paper burden of the traditional plan review process.

- 60 Site Plans
- 134 Building Plans
- 53 Fire Protection Plans
- 3 Special Events



## EVENTS

### Luau at Ramona Park

This was the second year for the Luau at Ramona park. The Fire Division provided on-site apparatus displays and interacted with the public. The event reached over 4,500 people.

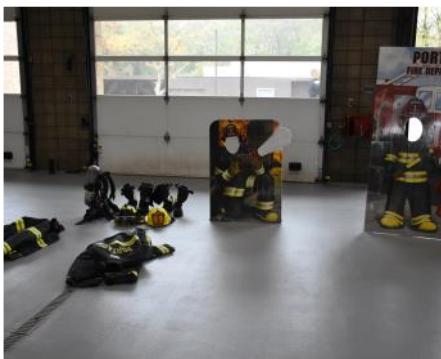


### Monster Mash

The Monster Mash was a Halloween event held at Ramona Park and hosted by the City of Portage Parks & Recreation Department. This event had over 3,500 people in attendance, with over half of them being children. Fire Division personnel provided stickers and handouts to the kids from the back of Rescue 1251 in a trunk-or-treat fashion.

### Pig Out at Public Safety

The Pig Out at Public Safety was held in August with 650 people attending. The cooperative event with the Police Division featured free backpacks and school supplies for attendees. The Parks & Recreation Department has also begun to participate in the event, bringing music and entertainment to attendees, in addition to school supplies and park passes.



### 5th Annual Fire Prevention Open House

This annual event focuses on fire safety. Approximately 300 people attended the event.

### Fire Prevention Puppet Shows

The Fire Prevention Division completed another year of Puppets. Fire Safety Puppet Shows were presented to eight elementary schools. There were 18 presentations over five days (39 classes, 48 adults, and 789 students).



## CAR SEAT INSALLATIONS

The Portage Fire Division is staffed with eight certified car seat technicians. During 2019, technicians installed 212 car seats and provided education to 265 adults on the proper installation and use of the seats. This ensures that car seats continue to be properly secured in the vehicle and children are properly restrained in the seat in the event of an accident.



The Portage Fire Division has, and continues to, outperform every other car seat installation facility in Kalamazoo County. Portage maintains a certain amount of flexibility with utilizing On-Call firefighters and a volunteer as car seat technicians. On numerous occasions, the Fire Division has learned of parents or guardians who in immediate need of someone to properly secure their child seat. On many of those occasions, we have been able to accommodate the install with very short notice.

## PUBLIC RELATIONS

The Fire Division was able to deliver fire safety related education to 5,249 adults and 9,247 children throughout calendar year 2019. Several large events helped the division reach this many people, including Monster Mash, the annual Public Safety Open House, in-school puppet shows and station tours.





## ANNUAL AWARDS

The Portage Department of Public Safety hosted it's annual Employee Recognition Ceremony in City Council Chambers at Portage City Hall on April 24, 2019.

Awards were presented to department employees based on recommendations from the employees peers.



### EMPLOYEE OF THE YEAR

Employees of the year are recognized who promote a positive image and distinguish themselves by professionalism, self-initiative, work and ethical standards beyond what is normally expected.



#### *Non-Sworn Employee of the Year*

Public Safety Services Manager Teresa Gipson

#### *Sworn Employee of the Year*

Officer Jordan Wentworth

#### *Career Firefighter of the Year*

Firefighter Nick Haverkamp



### VOLUNTEER OF THE YEAR

Public Safety Chaplain Clayton Smith



## MERITOUS SERVICE

Detective Jim Lord  
Detective Bryan Taffee  
Officer Brent Reynhout  
Officer John Zesiger

Training Officer Chip Everett  
Battalion Chief Rick Nason  
Admin Assistant Dana Steele

## OUTSTANDING INNOVATION

Officer Nate Slavin (School Resource Officer)

## UNIT CITATION

Training Officer Chip Everett  
Captain Mark McCoy  
Captain Mike Miller

Firefighter Nick Haverkamp  
Firefighter Brian Klok

## LETTER OF COMMENDATION

Battalion Chief Rick Nason  
Sergeant Aaron Ham  
Detective Randy Dylhoff  
Detective Derek Hess  
Officer Greg Burke  
Officer Scott Bogard  
Officer Sydnie Cooper  
Officer Carlin Gabrielli

Officer Henry Kite  
Officer Mike Kline  
Officer John Maney II  
Officer Brandon McMillan  
Officer Andrea Tackett  
Officer Jordan Wentworth  
Officer John Zesiger









## **FREQUENTLY CALLED NUMBERS**

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
<b>FIRE DIVISION .....</b>	<b>329-4487</b>
FIRE MARSHAL .....	329-4486
FIRE TRAINING OFFICER .....	329-4483
PARKS AND RECREATION .....	329-4522
<b>POLICE, FIRE OR MEDICAL EMERGENCY .....</b>	<b>9-1-1</b>
<i>Kalamazoo County Consolidated Dispatch Authority (KCCDA)</i>	
KCCDA ( <i>non-emergency</i> ).....	488-8911
<b>POLICE DIVISION</b>	
INFORMATION CENTER .....	329-4567
PATROL SERGEANTS.....	329-4566
RECORDS .....	329-4568
COMMUNITY POLICING.....	324-9255
PUBLIC SERVICES .....	329-4444
SENIOR CITIZEN SERVICES .....	329-4555
TRANSPORTATION & UTILITIES .....	329-4422

