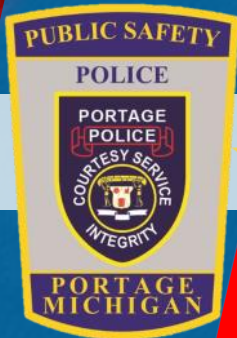


2018



ANNUAL REPORT

Portage Department of Public Safety

TABLE OF CONTENTS



INTRODUCTION

City Profile	5
Message from the Director	7
Organizational Charts	8

POLICE DIVISION

Division Profile	10
Mission, Values, Goals, Code of Ethics.....	11
Division History	12
Office of the Director	14
Administration	16
Records Section, Information Center, Property & Evidence	17
Department Technology	18
Communications Center	19
Professional Standards, Internal Affairs Investigations	20
Training & Volunteer Services	21
Crime Statistics	22
Field Operations Section.....	23
Patrol	24
K-9 Unit.....	25
Teleserve	25
Crime Scene Unit, Accident Reconstruction.....	26
Detective Bureau	27
Kalamazoo Metro SWAT, Drug Law Enforcement	28
School Resource Officers, Community Policing Officer	29
Education for Employment, Internships	30

FIRE DIVISION

Division Profile, Overview of Operations	31
Mission, Code of Ethics	32
Division History	33
Personnel.....	33
Resources.....	36
Fire Stations	37
Training/Safety.....	38
Technical Rescue.....	40
Fire Prevention	42
Events	44
Accreditation	45

DEPARTMENTAL AWARDS	46
----------------------------------	-----------

FREQUENTLY CALLED NUMBERS	49
--	-----------

CITY PROFILE

ELECTED OFFICIALS

Mayor	Patricia Randall
Mayor Pro Tem	Jim Pearson
Council Members	Richard J. Ford
	Chris Burns
	Lori Knapp
	Claudette Reid
	Terry R. Urban

APPOINTED OFFICIALS

City Manager	Laurence Shaffer
Deputy City Manager	Rob Boulis

CITY DEMOGRAPHICS

County	Kalamazoo
Population	48,072
Area	35.2 Square Miles
Major Employers	Pfizer
	Stryker
	Portage Public Schools

CITY HIGHLIGHTS

- City Motto “A Natural Place to Move”
- 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.

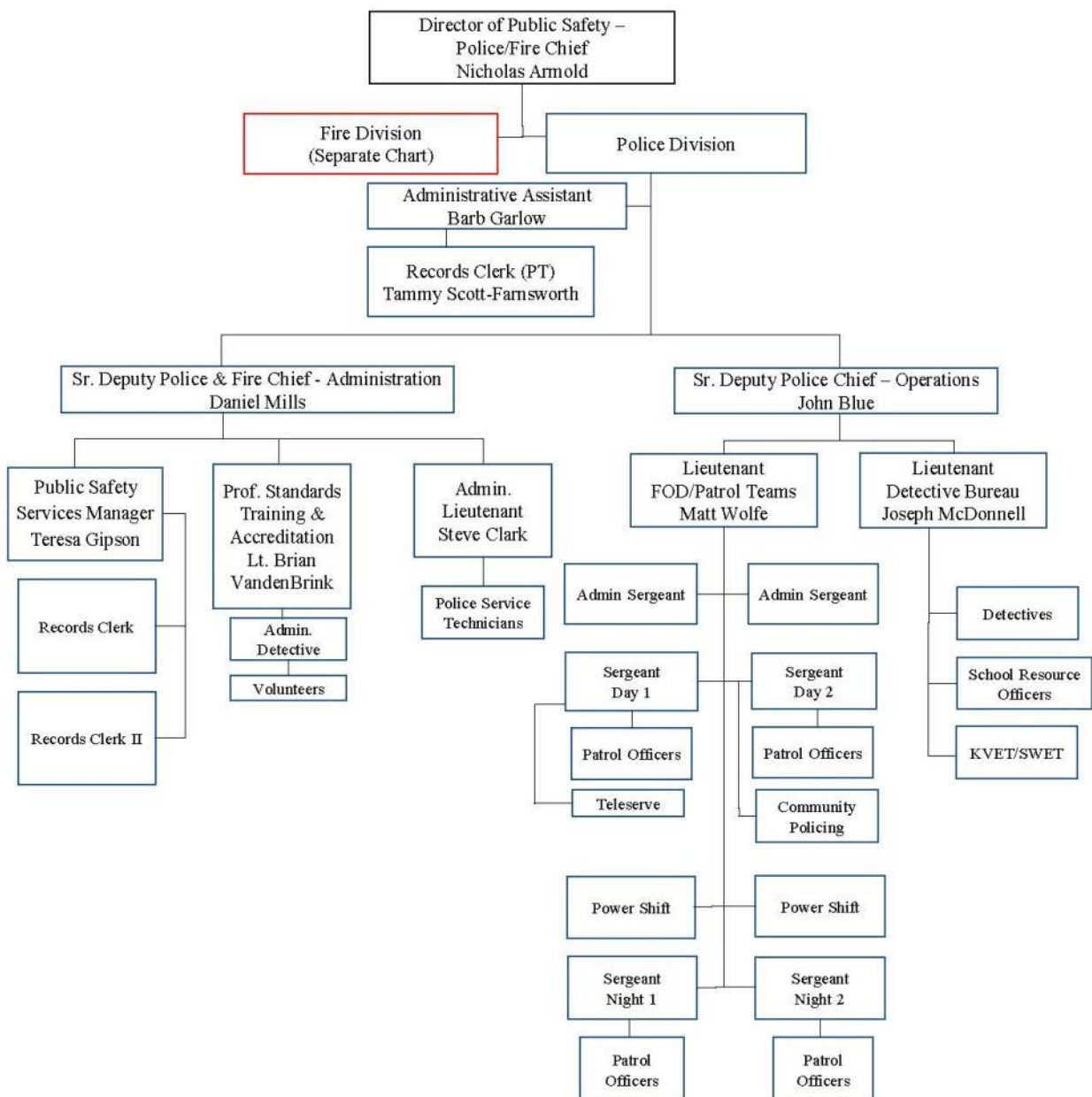
In closing, I feel blessed to have been chosen to be a part of such a fine organization. With the many challenges that face public safety today, I am extremely proud of our ability to adapt and remain steadfast in our commitment to providing the best possible police, fire, and EMS services to our city.

A handwritten signature in black ink that reads "Nicholas J. Arnold".

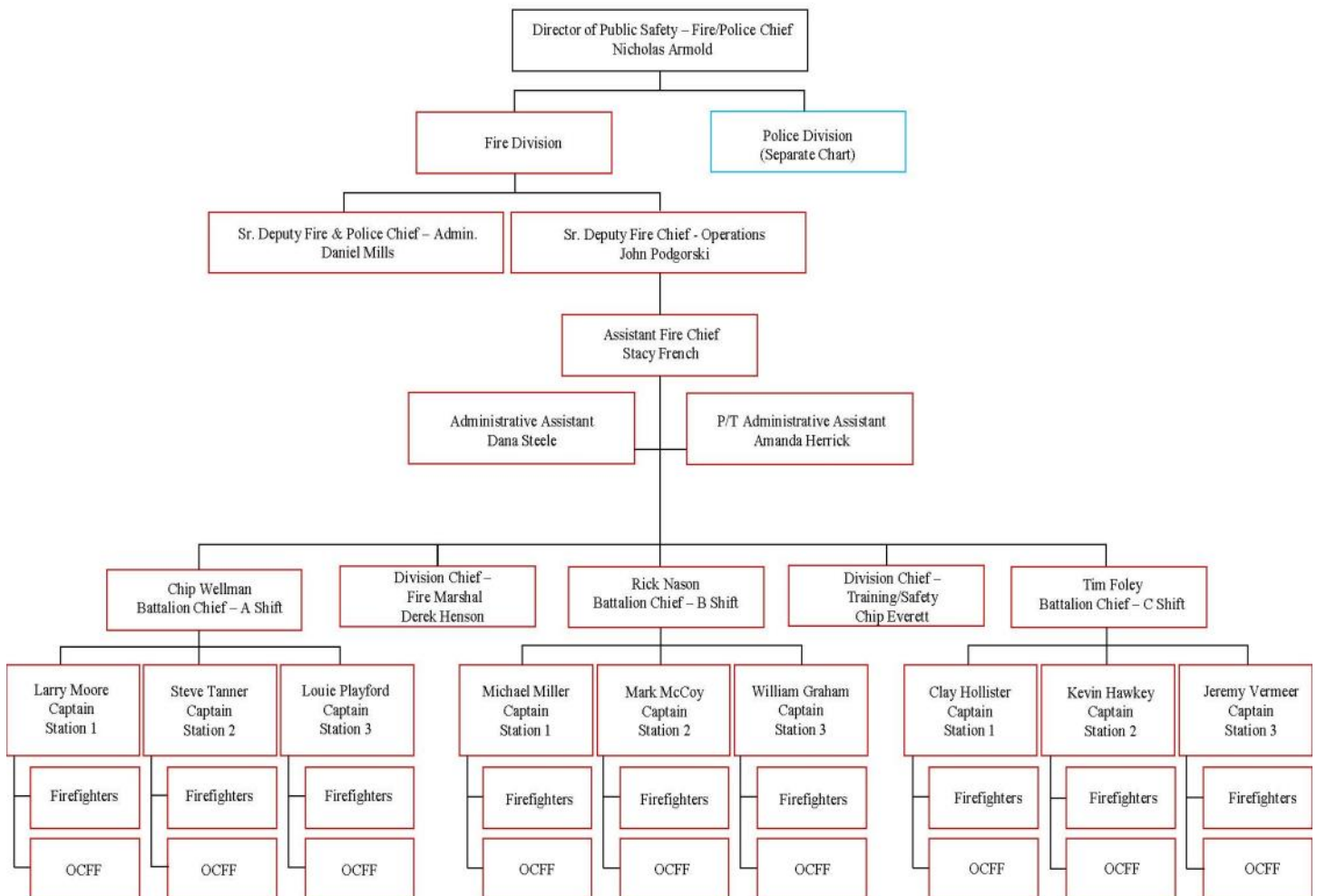
Nicholas J. Arnold
Public Safety Director



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.

2018 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 56 full-time and 3 part-time sworn officers. In 2018, the division had 53 full-time and 2 part-time sworn officers.
- The Police Division responded to 34,995 calls for service in 2018 and investigated 1,583 Part 1 and 3,123 Part 2 crimes.
- The most frequently occurring crimes in Portage in 2018 were Violation of Court Orders (508), Larceny (683), Retail Fraud (534), Assault (408), and Fraud (452). Of those crimes, officers arrested 2,820 adults on 3,142 charges and 144 juveniles on 157 charges.
- The Police/Fire Communications Center was serviced by 11 full-time radio operators in 2018. Radio operators handled 40,527 calls for service.

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.

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

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** *Implemented Electronic Citations*
- August 2008** *Implemented Digital Mobile Video Recording*
- October 2008** *Bicycle Patrol Implemented*
- November 2008** *Implemented Electronic Accidents*
- March 2009** *Received C.A.L.E.A. Reaccreditation*
- January 1, 2011** *Prisoner Holding Facility Closed*
- February 2011** *Records Department Upgraded to a Digital Dictation System*
- July 7, 2011** *Police and Fire Departments Consolidated into Public Safety*
- March 2012** *Received C.A.L.E.A. Reaccreditation*
- March 2015** *Received C.A.L.E.A. Reaccreditation*
- July 2015** *Implemented Motorcycle Patrols*
- December 2015** *Implemented Canine Program*
- March 2016** *Fire Department Accredited by the 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*



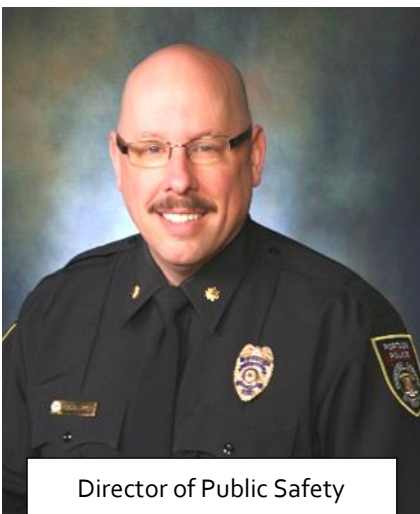


OFFICE OF THE DIRECTOR

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, 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 Arnold

Nicholas J. Arnold 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 Arnold 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 Arnold 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, serving in the Police Division.

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
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 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.

ADMINISTRATION



The Administrative Services Division is commanded by a deputy police chief and is responsible for the maintenance and dissemination of police reports, training, accreditation, property and evidence, 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 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. He also served as a public safety officer at Aquinas College and Hope College and spent time as a Western Michigan University Police officer before joining the Grand Rapids Police Department.

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.

ADMINISTRATION SECTION

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

RECORDS

The Portage Police Division Records Section is led by Public Safety Services Manager Teresa Gipson. For the majority of 2018, the Records Section was staffed by three full-time and four part-time Records Clerks. In September 2018, six additional full-time Records Clerk IIs were added as the city prepared for the launch of the Kalamazoo County Consolidated Dispatch Authority.

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.

2018

Records Staff Processed:

2,926	FOIA Requests
1,562	Accidents
9,219	Cases
2,820	Adult Arrests
144	Juvenile Arrests
976	Alarms



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 non-emergency incoming telephone calls, scheduling fleet maintenance, taking non-criminal fingerprints, and issuing permits to purchase handguns, as well as, registration of handguns. During 2018, 176 permits to purchase handguns were issued and 1,206 handguns were registered.

PROPERTY AND EVIDENCE

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

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

All property is maintained and released according to International Association for Property and Evidence (IAPE) and CALEA standards. A complete evidence and property audit is conducted at least once a year. The property room is under 24/7 surveillance and has additional security for entry. During 2018, 3,567 items were logged into property, and 2,356 items were disposed of in evidence, a ratio of .94 to 1. The property dispositions were achieved by returning items to their owners, sending items to auction, and destroying items of no value.



DEPARTMENT TECHNOLOGY



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

The computer network extends to over 40 desktop computers and 20 mobile computers. An extensive computerized CAD and records management system (RMS) is maintained on 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 mobiles use both an 800 MHz frequency and wireless card capability to connect to various systems. The technology provides CAD access, which includes the ability to see the status of all in-service units, inquiry capability into the RMS database, display information for active and pending calls for service, and LEIN/NCIC capability. Coverage extends well beyond the city limits. Wireless card access provides full network capability, providing accessibility similar to that of a desktop user.

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

COMMUNICATION CENTER

Radio operators are responsible for receiving police and fire emergency and non-emergency calls and dispatching the appropriate units. They also monitor bookings and process emergency calls for road and utility problems after normal hours.

The Communications Center features four console positions, which include seven display monitors for each position, plus shared monitors for the security cameras, key access system, and emergency warning sirens. In addition, the Communications Center has access to view the citywide traffic video network, which allows radio operators to view five main intersections. In August of 2016, the computer-aided-dispatch (CAD) and mobile software was upgraded to a windows-based program called Enterprise CAD.

Both the phone and radio system were upgraded in 2014 to Viper Intrado 9-1-1 Phone and Telex Radio. The Communications Center began utilizing Text-to-911 in 2016 and Smart911 in 2017. The telephone system includes three 9-1-1 lines and 23 non-emergency lines. Over 300 telephone numbers are programmed into the system to aid in efficiency when making outbound calls.

The department security doors and intercoms are activated from the dispatch panels. All telephones and monitored radio frequencies are recorded digitally and maintained on hard-drive.

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

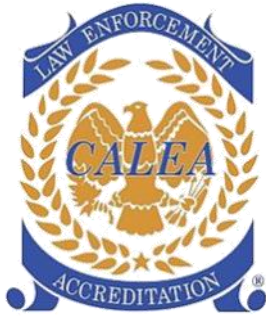
In October 2014, the City of Kalamazoo, City of Portage, County of Kalamazoo, Charter Township of Kalamazoo, and Western Michigan University collaborated to create the Kalamazoo County Consolidated Dispatch Authority (KCCDA). The KCCDA was formed to merge all public safety dispatch operations into one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



PROFESSIONAL STANDARDS UNIT

The Professional Standards Unit is commanded by Lieutenant Brian VandenBrink 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 eight 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.

		2014	2015	2016	2017	2018
Method Received	Internal	9	10	8	9	2
	External	14	12	10	16	1
Method Processed	Supervisory Review	14	7	3	8	1
	Internal Affairs	9	15	15	17	2
Nature of Complaint	Rude/Unprofessional	4	4	4	3	0
	Insubordination	1	0	0	2	0
	Dispatch/Policy Violation	5	4	0	2	0
	Rules & Regulations/Policy Violation	9	3	5	4	1
	Inadequate/Improper Investigation	0	0	0	1	1
	Use of Force	2	1	0	3	1
	Other	2	10	9	10	0
Findings	Not Sustained/Unfounded	15	12	7	9	1
	Sustained	8	10	11	16	2
	Policy Failure	0	0	0	0	0

TRAINING DIVISION

The Police Training Division is coordinated by Lieutenant Brian Vanden Brink, a 28 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 \$1,886 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 2018, 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

Other mandatory annual training included Use of Force policy review, Firearms, and Defensive Tactics.

The division provides annual in-service training in the areas of Firearms and Use of Force. Each month, topics are chosen, and varying times are distributed electronically to staff. The employee is allowed 2-3 weeks to complete the training. It is the responsibility of the division members' team leader or supervisor to provide the training topic for the given day. At the end of each month, the team leader/supervisor must document that all of their respective personnel have received the training. The training administration continues to identify individual training needs and provide opportunities for employee specialization, promotion, and job effectiveness.

During calendar year 2018, police officers received approximately 3,436 hours, or 430 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 functions of the Police Division. In 2018, these individuals provided 917 hours of service.

In 2014, a chaplain began volunteering his time for both the Police and Fire Divisions of the Department of Public Safety. In 2018, a second chaplain was added due to growing needs. The Public Safety Chaplains have received training in this ministry and have donated many hours working with both police and fire employees. 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	2014	2015	2016	2017	2018	% Change 2017-2018	% Change 2014-2018
-------	------	------	------	------	------	-----------------------	-----------------------

PART 1 OFFENSES							
Murder/Non-negligent Homicide	0	1	0	1	2	0%	100%
Criminal Sexual Conduct	9	15	19	24	20	-17%	122%
Robbery	18	21	13	15	15	0%	-17%
Aggravated/Felonious Assault	37	45	54	55	73	32%	97%
Arson	5	4	5	3	4	33%	-20%
Burglary	161	165	140	182	173	-5%	7%
Larceny	612	646	591	638	683	7%	11%
Motor Vehicle Theft	40	36	23	60	76	27%	90%
Retail Fraud	682	577	535	635	537	-15%	-21%
TOTAL PART 1	1,564	1,510	1,380	1,613	1582	-2%	1%

PART 2 OFFENSES							
Negligent Homicide	1	1	0	0	0	0%	-100%
Kidnapping	1	2	3	2	3	-33%	200%
Stalking	24	38	49	49	28	0%	17%
Extortion	1	0	0	0	0	0%	-100%
Forgery/Counterfeiting	43	35	44	46	84	+4%	95%
Fraud	216	274	363	369	416	+2%	93%
Embezzlement	27	30	28	33	28	+18%	4%
Recovered Stolen Property	16	18	24	29	21	+21%	31%
Malicious Damage to Property	229	292	202	190	173	-6%	-24%
Drug Offenses	379	359	305	242	228	-21%	-40%
Obscene Material	6	4	9	10	1	+11%	-83%
Weapons Offenses	43	37	34	27	40	-20%	-7%
Retail Fraud (misc. categories)	32	11	24	12	20	-50%	-37%
Non-aggravated Assault	409	383	434	384	408	-11%	0%
Illegal Entry	19	33	32	30	38	-6%	100%
Bad Checks	19	27	25	30	36	+20%	89%
Sex Offenses	16	14	11	27	12	+145%	-56%
Family Offenses	16	18	15	15	16	0%	7%
Liquor Violations	71	78	68	58	37	-15%	-48%
Hindering and Obstructing	87	106	90	112	114	+24%	31%
Obstructing Justice	1214	1229	706	680	508	-4%	-58%
Disorderly/Public Peace	304	312	323	312	311	-3%	2%
Hit & Run Accidents	192	104	55	49	55	-11%	-71%
Driving While Intoxicated	181	162	137	138	140	+1%	-23%
Trespassing	108	146	132	135	153	+2%	42%
Runaway	69	50	41	55	53	+34%	-23%
Other Part 2	223	210	199	162	200	-19%	-10%
TOTAL PART 2	3,946	3,973	3,353	3,196	3123	-5%	-21%

GRAND TOTAL OFFENSES	5,510	5,483	4,733	4,809	4705	-15%	-18%
-----------------------------	--------------	--------------	--------------	--------------	-------------	-------------	-------------



FIELD OPERATIONS

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 31 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 manpower. 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.

Through the completion of agency accreditation and continued focus on implementing best police practices, patrol officers are trained in a diverse number of abilities, from developing community partnerships to specialized crime mitigation techniques and technology enhancements.

K9 UNIT



Canine Officer Zorro was added to the Portage Department of Public Safety in 2016. He is a dual-purpose canine, specializing in patrol work, drug detection, tracking suspects who have fled from police, searching for missing or endangered persons, building searches for suspects involved in certain high-risk crimes, area searches for articles/evidence, handler protection, and criminal apprehension. Zorro is also utilized for public relations and educational demonstrations throughout the city.

In 2017, Canine Zorro and Officer Jordan Wentworth completed NAPCH certification (National Association of Professional Canine Handlers). Zorro and his handler had 33 deployments in 2018, including drug detection, missing person tracking, suspect tracking, high-risk incident support, vehicle and article searches, and criminal apprehension. Officer Wentworth and Zorro continue their training on a regular basis.

Zorro is available to assist all Portage Department of Public Safety officers and surrounding agencies at their request. Zorro is a valuable asset to the department and our community.

TELESERVE

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



Teleserve Activity 2018



In 2018, 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., allowing patrol officers to concentrate efforts on resolving neighborhood quality of life issues and crime prevention activities.

Individuals are also able to report a crime on-line via the internet on the department website. Many complaints are resolved by the use of this form of communication.

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 currently is comprised of six Crime Scene Technicians and two Accident Reconstructionists. The responsibility of the Crime Scene Technician is to identify, collect, and document evidence at a crime scene. Over the last two years, the unit and its members have been credited with 153 “hits” on latent prints and DNA that was collected at crime scenes. A “hit” is where a match was 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. Some of their 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. Evidence Technicians are routinely called to process crime scenes, death investigations, serious and fatal traffic investigations. In 2018, the six Evidence Technicians spent 657 personnel hours processing 296 crime and crash scenes and other investigations.



ACCIDENT RECONSTRUCTIONISTS



Two Accident Reconstructionists are called to the scene on major traffic crash investigations to document and reconstruct the 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.



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

KALAMAZOO METRO SWAT

Kalamazoo Metro SWAT (Special Weapons and Tactics) is a multi-jurisdictional team currently made up of SWAT officers from the Portage Department of Public Safety, Kalamazoo Department of Public Safety, 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 2018, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT team, were utilized on 39 incidents, including high-risk arrest warrants, barricaded subjects, and high-risk search warrants.

The Kalamazoo Metro SWAT team produces an annual training schedule, which includes training in firearms, entry training, hostage rescue tactics, barricaded gunman tactics, bus and vehicle assaults, active shooter response, and less lethal and chemical munitions. Officers assigned to the Kalamazoo Metro SWAT team train on a monthly basis. The Kalamazoo Metro SWAT team also shares its expertise with the Portage Department of Public Safety by providing firearms training, including handgun and patrol rifle use and qualification, less lethal training and qualification, and scenario-based training.



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 the patrol teams, a detective, a community policing officer, and a sergeant. The unit is commanded by the Patrol Operations Lieutenant.

One Portage Department of Public Safety officer is assigned to the Kalamazoo Valley Enforcement Team (KVET), 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 have responsibilities with the three middle schools and eight elementary schools.

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

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 Detective Bureau, 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 Project Lifesaver. In addition, the Community Policing Officer assists with coordination of the police website and writing safety articles for media publication.



EDUCATION FOR EMPLOYMENT (EFE) and INTERNSHIPS

In 2018, the Portage Department of Public Safety – Police Division partnered with the Kalamazoo Regional Educational Service Agency (KRESA) and Western Michigan University 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.

The Portage Department of Public Safety also provided college internships to students from Western Michigan University, Michigan State University, and Grand Valley State University. The department also participated in the EFE program with two students from Portage Central High School. The students receive credit towards their high school diploma, and the program provides them a chance to witness and experience the general functions of an operating police department. In addition to riding with officers, the students assist with special events, sit with radio operators in the Communications Center, and attend meetings with detectives. The students were also trained on how to conduct vehicle inspections for the department patrol fleet.

Michigan State Intern and Portage native Alexandra Riesgraf was hired by PDPS at the completion of her internship and sent to the Mid-Michigan Police Academy.





FIRE DIVISION

2018 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 2017 was 5,543, approximately 11 percent more than 2016.
- 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.
- With all of these changes, the minimum daily staffing stands at seven personnel, the same as what was established in 1977.

OVERVIEW OF OPERATIONS

The Fire Division has seen an increase in calls for service by approximately 47% since 2008. Rescues, including that of household medical calls, continue to result in the greatest call volume, consisting of approximately 51% of all calls.

Overall incident responses for 2018 were similar to those experienced in 2017. Emergency medical service calls increased 9%, while fire incidents increased 14%, 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.

RESPONSES	2015	2016	2017	2018	AVERAGE
	4226	4972	5543	5483	5056

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 Station 2 Constructed on Oakland Drive*
- 1984** *Fire Station 1 Moved to Current Location*
- 1994** *Fire Station 3 Constructed at Sprinkle Road*
- March 15, 2016** *Received Accredited Agency Status with the Commission on Fire Accreditation International (CFAI)*

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. His primary responsibilities were facility and apparatus maintenance. During that time, he organized routine maintenance schedules for apparatus and equipment, as well as developed tracking records for the same. In 2005, he was assigned to Operations Deputy where he oversaw the daily scheduling of personnel and other operational responsibilities. Prior to his 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 this role, he was responsible for the organization and scheduling of required training for the entire department membership. He was also responsible for scheduling and teaching the Firefighter Academies for new on-call personnel to attain their basic Firefighter I, Firefighter II, Haz-Mat Operations, and Medical First Responder training. He was responsible for all recordkeeping for personnel training and also served as the department's Safety Officer, where he developed and recommended policies related to personnel safety.

He was promoted to Assistant Fire Chief in 2011. He oversees the Fire Marshal Division and all training for division personnel, and assists in developing 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 ASSISTANTS



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 supporting the firefighters with the processing of payroll, training, and purchasing requests. She is also responsible for assisting the citizens and businesses of Portage with questions about services that are provided by the Fire Division.

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



P/T Administrative Assistant
Amanda Herrick

Amanda Herrick joined the Fire Division in July 2018 and serves a part-time role for the division. Her primary responsibilities include answering phones, assisting people at the counter, making car seat install 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.

FIRE DIVISION SECTION HEADS

Captain Mark McCoy, Captain Jeremy Vermeer, and Captain Larry Moore oversee station maintenance and repair, maintain station appearance, and assist fire administration with short and long term planning of facility maintenance. In addition, these Captains have overseen the installation of new fire alarm systems for Stations 1 and 3, the installation of a new gear extractor at Station 3, and various maintenance items related to the facilities in general.

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 Everett also oversees the operations and maintenance of our SCBA bottle fill-station.

Captain Steve Tanner oversees the Hose section. Responsibilities include maintaining records and providing maintenance to all fire service hose. The maintenance program, along with the efforts of the entire division, extends the service life of the hose. Every year, each section of hose must be pressurized and tested which encompasses over 25,000 feet or 4.8 miles of hose each year. This alone saves the city approximately \$6,000 each year by providing this service in-house. In addition, the department put into place a new hose washer, replacing the previous model which was over 30-years old.

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 2018, six 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. He is assisted in this section by Firefighters Campbell and Dunfield. Their efforts and mechanical aptitude provide a significant cost-savings to the city, both in the maintenance that is provided and in-house repairs that are completed. In addition, a new ventilation saw was purchased to replace an existing unit that was not serviceable any longer.

Battalion Chief Charles Wellman oversees the Apparatus and Radio Program. Responsibilities include maintaining records, scheduling of apparatus maintenance, chairing committees for new apparatus, equipment and programming/maintenance of all radios and pagers. 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. 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. In 2018 the Fire Division moved to a new records management system and new scheduling software. With the assistance of Chief Chip Everett, they both put in countless hours in the programming of the new software and training of personnel.

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

RESOURCES



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.

PERSONAL PROTECTIVE EQUIPMENT

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

FIRE HOSE

The Fire Division tested 25,000 feet of fire hose (equal to 4.8 miles) in 2018. 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. The hose meets all National Fire Protection Agency requirements.

STATION 1

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 a multi-purpose room, also used as the Emergency Coordination Center (ECC) and backup for the County Emergency Operations Center (EOC).

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

- 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 1: Engine 1211 (Rescue-Pumper), Vehicle 1281 (Battalion Chiefs), Critical Response Unit, Truck 1241 (Pierce 100' aerial), 1271 Brush Truck, Rescue 1251



STATION 2

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

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

- Staffing at this station is two: (1) Captain, (1) Firefighter and assigned on-call.
- Apparatus assigned to Station 2: Engine 1212 and 1222 (pumpers), Engine 1252, Engine 1282, Michigan 5th District Technical Rescue Trailer.



STATION 3

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.

- Staffing at this station is three:
(1) Captain, (3) Firefighters and assigned on-call.
- Apparatus assigned to Station 3: Engine 1213 (pumper), Truck 1243 (E-One 100' aerial), County Hazmat truck and trailer.





The Portage Fire Training Division is headed by Division Chief Chip Everett. A training advisory committee consists of captains from all three shifts. 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, Police Division representative, and a representative from the Human Resources Department.

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

Training Officer Everett earned a Master's Degree of 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. Training Officer Everett is also credentialed as a Chief Training Officer by the Center for Public Safety Excellence.

MISSION OF THE TRAINING & SAFETY DIVISION

Provide the highest level of skill and knowledge based learning opportunities in order to maintain and raise the performance abilities and safe operations of the Portage firefighters and officers.

TRAINING OPPORTUNITIES

Overall, a total of 448 training classes were offered in 2018, with 5,975 hours of accumulated training delivered. The annual training program provides training in 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, Firehouse RMS Software conference, and the National Fire Academy, as a sampling.

The Fire Division participated in a number of “live fire” drills throughout the year, four of which occurred at the Kalamazoo Regional Training Facility. This type of real life training helps cement 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 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 2018 to provide lesson plans and training guides. Several members also attended the 3-day Live Fire Camp which provided enhanced training on fire ground operations.



2018 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, Comstock, Pavilion, Kalamazoo Airport Fire, and Pfizer Fire Brigade).
- Attended Kalamazoo Hazardous Materials Team training.
- Participated in the 5th District Technical Rescue Team training.
- Participated in the ISO review, the Training component scored 8.41 out of 9.00 total possible.
- Participated with the Kalamazoo County Fire Chiefs Association Fire Academy.
- Hosted a high-angle tower rescue class for members of the 5th District Technical Rescue Team and members from Kalamazoo Department of Public Safety.

NEW OPPORTUNITIES

In 2018, a blossoming relationship was built with KVCC's Wind Turbine Program Department. Lead Director Tom Sutton participated with our team in September for the Tower Rescue class. The possibility exists and will be explored more in 2019 of working with his state of the art training facility right here at KVCC on 9th Street. The facility has a multitude of indoor training props and opportunities to sharpen team and individual skills in the art of technical rescue.

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.

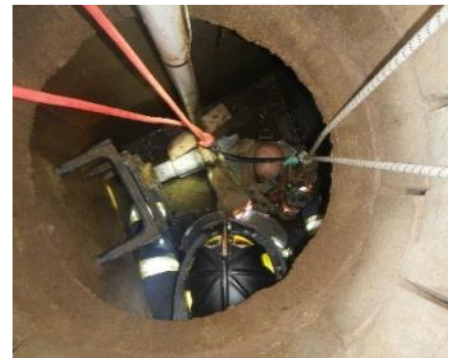
The team is comprised of Firefighters Aaron Chase and Jared Hambright. The team took steps at the end of 2018 to add a new member, Firefighter Trent McAlary. One of the goals for 2019 remains to increase the number of people on the team from three to six members.

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”.

INDUSTRIAL MACHINE RESCUE

Use of large manufacturing machinery creates the risk of injury. These machines usually function with intricate gears and pulley systems that have been known to catch workers’ clothing and extremities. The machines are unique in that they often have complicated operating procedures. Numerous industrial businesses reside within Portage, with the potential of such a rescue.



TRENCH RESCUE

An excavation or depression in the ground that is generally deeper than it is wide and narrower than its length is known as a trench. Rescue operations in these type of environments are very dangerous with would-be rescuers often becoming secondary victims. Trenches are found throughout the city and may vary from a few feet deep to over twenty feet deep. Oshtemo Fire Department is the lead agency in Kalamazoo County and recently acquired an extensive amount of equipment for trench rescue operations. In the event of a trench rescue in Portage, PFD would work collaboratively with OFD to mitigate such an event.



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. The highest risk of this type of incident in Portage would be a result of a natural disaster such as a tornado, which has the potential of causing large amounts of structural damage to homes in a concentrated area. Smaller scenes may be created by vehicles into/through buildings, construction of new building incidents, or building explosions.



ICE/WATER RESCUE

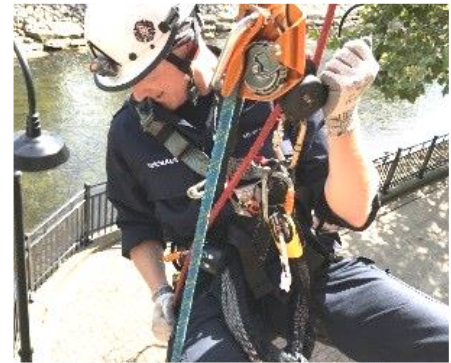
Portage has an extensive amount of water in which people could become injured or in need of removal. This may be open water or frozen ice that someone has fallen through. This type of rescue involves the use of water-rescue suits that protect the rescuer from the extreme cold of the water. Twice a year, Portage firefighters train (classroom and practical) in the icy water for this type of emergency.



For the last seven years, Battalion Chief Nason and Captain Mike Miller have taught this class at the South Kalamazoo County Fire Authority's fire academy. This is in cooperation with Texas Township Fire Department, who also provides an instructor. This cooperation within the county insures that all new recruits are trained to the Technician level.

ROPE & TOWER RESCUE

Rope rescue involves the use of ropes, anchoring and belaying devices, rappelling equipment and the use of mechanical advantages to use for hauling systems as well as other specialized equipment in order to reach a victim and raise or lower them to safety. High angle rescues may involve workers cannot get themselves down. One example of this would be a worker trapped on a communication tower (such as those located throughout the city). This year, Portage was able to bring in the Ropes that Rescue TRT organization for a 5-day Tower Rescue Class.



HAZMAT TEAM

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



NEW EQUIPMENT

- Grain bin rescue tube. This tube is used to help aid in rescuing someone who is trapped and sinking in any type of material that may confine them such as corn, grain or even powder such as concrete powder mix. This tube fits around the victim and is positioned so they can be tied off and not sink deeper in the material. It then allows them to use hand/foot holds to climb out.
- The TRT tow vehicle continues to be outfitted with 90% of the rope rescue equipment that would be needed for a technical rescue call, allowing the team to respond faster without the requirement of pulling the TRT trailer.



FIRE PREVENTION



DIVISION CHIEF—FIRE MARSHAL DEREK HENSON



Fire Training Officer
Derek Henson

Fire Marshal Derek Henson began his career with the Department of Public Safety Fire Division in 2014. His primary responsibilities include the oversight of the department fire inspection program, fire code review for new building construction, and community fire prevention education. He also serves as an incident safety officer and a cause-and-origin investigator for all significant fires that occur within the city.

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

Fire Marshal Henson has a Bachelor of Fire Science degree from Columbia Southern University and has attended classes at the National Fire Academy in Emmitsburg, Maryland. He is a Certified Fire Inspector, Plans Examiner, and Fire Investigator. He is credentialed as a Fire Marshal and Chief Fire Officer by the Center for Public Safety Excellence.

FIRE MARSHAL INSPECTIONS

- 2 False Alarm Investigations
- 8 Business Move in Inspections
- 56 Camp Fire Permits
- 41 Camp Fire Renewals
- 4 Construction Site Checks
- 14 Fire Code Consultations
- 1 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

Engine companies made a total of 2,686 inspection visits to commercial and multi-family residential occupancies in 2018. More than 2,450 violations were identified and corrected through the inspection program, including

- 2,414 Annuals
- 138 Annual Attempts
- 272 Re-inspections
- 31 Re-inspection Attempts

PLAN REVIEWS

- 49 Site Plans
- 85 Building Plans
- 48 Fire Protection Plans
- 8 Special Events

PUBLIC RELATIONS

The Fire Division was able to deliver fire safety related education to 9,276 adults and 14,903 children throughout calendar year 2018. This was an increase of more than 3,000 people from the previous year. Numerous large events helped the division reach this many people.





EVENTS

Fire Prevention Puppet Shows

This year, 1067 children covering 55 classes witnessed the Fire Prevention Puppet Shows. 20 presentations were given at eight elementary schools with 79 adults also enjoying the shows. The children were ages 3 to 7 and were each provided fire hats and educational coloring pages. Private schools were added to the rotation, enabling us to deliver fire education to children that would typically not have received it otherwise.

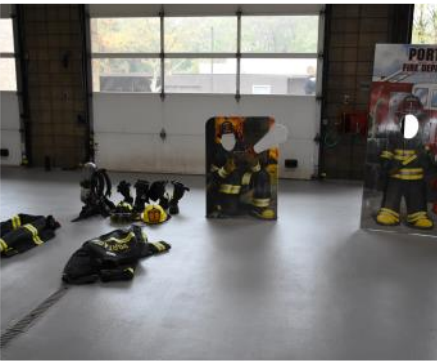


Monster Mash

A Halloween event held at Ramona Park and hosted by the City of Portage. This event saw over 6,000 people, with over 3,000 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.

5th Annual Fire Prevention Open House

This annual event focuses on fire safety. Approximately 400 people attended the event.



Pig Out at Public Safety

The Pig Out at Public Safety was held in August with 800 people attending. The event features free backpacks and school supplies for attendees.

Luau at Ramona Park

This was the first year for the Luau at Ramona park. Due to the large number of people expected, the Kalamazoo County Emergency Management Mobile Command Post was also utilized. The event reached 3,200 people.



CAR SEAT INSTALLATIONS

In 2018, the Portage Fire Division installed 333 car seats, an increase of 50 seats from the previous year. For these car seat installations, the installation technician provides information on proper installation and use of the seats. This ensures that children are properly secured in the event of an accident.

The Portage Fire Division continues to outperform every other car seat installation facility in Kalamazoo County. We maintain a certain amount of flexibility by utilizing On-Call Firefighters and a volunteer as car seat technicians. On numerous occasions, the Fire Division is the last hope for someone looking for a car seat installation; on all of those occasions ...we have been able to accommodate them.

Car seat technicians: Captains Hollister, Tanner, and Hawkey; Firefighters Chase, Dunn, VanOverbeek, Quezada, and Toepfer.



PLAN REVIEW TECHNOLOGY

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 it. This is a great step toward reducing the paper burden of the traditional plan review process.

The BlueBeam software was vital to ensuring the plan review process was efficient and timely as it was used for the plan review process for the Stryker 500,000 square foot research and development facility.

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.

The Portage Department of Public Safety Fire Division is one of approximately 200 agencies 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.

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 professional designations, including FO, FM, CTO, and CFO.



DEPARTMENTAL AWARDS



On May 2, 2018, the Portage Department of Public Safety “Employee Recognition Ceremony” was held in the Council Chambers at City Hall. Senior Deputy Police Chief John Blue and Assistant Fire Chief Stacy French presented awards to department employees based on recommendations from the employees’ peers.

EMPLOYEE OF THE YEAR AWARDS

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

Employee of the Year – Non-sworn: Administrative Assistant Julia Horton

Employee of the Year – Sworn: Detective Dereck Hess

On-Call Firefighter of the Year: Firefighter Andy Toepfer

Firefighter of the Year – Career: Captain Clay Hollister

MERITOUS SERVICE

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

- Captain Lou Playford
- Detective Michele Kaminski
- Detective Dereck Hess
- Sergeant Kevin Gleesing
- Officer Scott Bogard

UNIT CITATION

Awarded to a shift, crew, or company for significant events that merit recognition.

- Battalion Chief Chip Wellman, Captains Kevin Hawkey, Steve Tanner, Firefighters Mike Norris, Todd Dunfield, Tom O'Reilly, and On-call Firefighter Jake Wnuk-Groenheide for rescue efforts and medical aid rendered to a severely injured motorist, trapped in her vehicle on May 7, 2017.
- Captain Lou Playford, Firefighter Tom Huss, and On-call Firefighter Ed Kline for exceptional performance of duty by conducting a rapid gunshot trauma assessment to a gunshot victim while you and your crew functioned at a high level of coordination and efficiency on November 30, 2017.

LETTER OF COMMENDATION

Issued to a person or group of persons who exhibit outstanding diligence, perseverance, alertness, or highly creditable accomplishment.

- Police Officer Adam Dmoch
- Firefighter Nick Haverkamp
- Sergeant Michael Collier
- Police Officer Jordan Wentworth
- Sergeant Kevin Gleesing
- Police Officer Jessica Smith
- Dispatcher Ryan Enderich
- Police Officer John Zesiger
- Dispatcher Sandie Gieber
- Detective James Myers
- Fire Marshal Derek Henson
- K-9 Officer Zorro
- Police Officer Eric Vesey
- Police Officer Daniel Houser
- Dispatcher Marcia Johnson
- Dispatcher Dennis Cox

VOLUNTEER OF THE YEAR

Chaplain Ken Hovenkamp





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
FIRE DIVISION	329-4487
PARKS AND RECREATION	329-4522
POLICE, FIRE OR MEDICAL EMERGENCY Kalamazoo County Consolidated Dispatch Authority (KCCDA)	911
KCCDA (<i>non-emergency</i>)	488-8911
POLICE DIVISION	
INFORMATION CENTER	329-4567
FIELD OPERATIONS	329-4564
RECORDS	329-4568
PATROL SERGEANTS	329-4566
COMMUNITY POLICING	324-9255
WEBSITE	www.portagemi.gov
FACEBOOK	www.facebook.com/PortageDepartmentofPublicSafety
PUBLIC SERVICES	329-4444
SENIOR CITIZEN SERVICES	329-4555
TRANSPORTATION & UTILITIES	329-4422

