

2017 Annual Report



**PORTAGE DEPARTMENT
OF PUBLIC SAFETY**

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City Government

Mayor	Peter J. Strazdas
Mayor Pro Tem	Nasim Ansari
Council	Richard J. Ford
	Jim Pearson
	Patricia M. Randall
	Claudette Reid
	Terry R. Urban

City Manager	Laurence Shaffer
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City Demographics

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

Highlights

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

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

Extensive bikeway system that exceeds 55 miles

Over 2,000 acres of park and recreational space

Eighteen individual park properties that offer a wide variety of activities

Miles of multi-use hiking and nature trails

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

MESSAGE FROM THE DIRECTOR

As the newly appointed 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.

The Portage Department of Public Safety is about cultivating relationships that foster trust, understanding, and respect of individual rights and responsibilities. We do more than serve and protect; public safety members thrive on opportunities to participate in our community events, to meet, greet and do whatever it takes to maintain or improve the quality of life here in the City of Portage.

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.

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



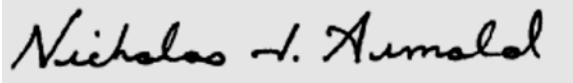
Public Safety Director
Nicholas Arnold

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 he 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 Investigation National Academy.

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.

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". The signature is written in a cursive style and is set against a light gray rectangular background.

Nicholas J. Arnold
Public Safety Director



CALEA
THE GOLD STANDARD IN PUBLIC SAFETY

MISSION STATEMENT



The Portage Police Division is committed to providing all people within our jurisdiction quality police service. This service will be provided with respect, fairness and compassion, guided by Constitutional guarantees, so that no group or individual is the recipient of undue or unjust enforcement. With community service as our foundation, we are directed to enhance the quality of life, investigate problems as well as criminal incidents, seek solutions, and foster a sense of security in our community to fulfill our mission.

The Portage Police Division is dedicated to providing a quality work environment and the development of its members through effective training and leadership.

OUR VALUES

As members of the Portage Police Division, we value:

- Respect and dignity for all human life.
- Reverence for the fundamental freedoms safeguarded by the Constitution of the United States.
- Honesty and integrity through ethical behavior.
- Appreciation for diversity among the members of our community.
- Accountability to ourselves and the community while providing services with courtesy, compassion, and empathy.

OUR GOALS

In order to fulfill our mission, we have adopted and will pursue the following goals:

- The protection of life and property.
- The prevention and suppression of crime.
- The detection, identification and apprehension of criminals.
- The safe and accident-free flow of pedestrian, bicycle and vehicular traffic.
- To nurture public trust and confidence by holding ourselves to the highest standards of performance and ethics.

CODE OF ETHICS

Each member of the Portage Police Division has signed a pledge to abide by a code of ethics. The Code of Ethics for a sworn officer is shown below.

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality, and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed, both in my personal and official life, I will be exemplary in obeying the law and the regulations of my Division. Whatever I see or hear of a confidential nature that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession -- law enforcement.

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



POLICE DIVISION HISTORY

December 31, 1963	<i>City of Portage Chartered</i>
August 1964	<i>Richard Wilde Hired as First Police Chief</i>
1966	<i>Reserve Police Unit Established</i>
August 1967	<i>David Sharp Promoted to Police Chief</i>
January 1970	<i>Youth Section Established</i>
September 1970	<i>Department Assumes School Crossing Guard Responsibilities</i>
January 21, 1971	<i>Department Moved to Present Police/Court Building</i>
March 31, 1975	<i>George E. VonBehren Hired as Police Chief</i>
1977	<i>City Emergency Preparedness Plan Developed by Police Department</i>
September 1979	<i>Police/Fire Central Dispatch Established</i>
1985	<i>Michigan Association of Chiefs of Police Traffic Safety Award</i>
1985	<i>Department Computerizes Records</i>
September 1988	<i>Police/School Liaison Program Instituted</i>
November 1988	<i>Volunteer Parking Enforcement Program Implemented</i>
October 1989	<i>D.A.R.E. Program Instituted</i>
March 1990	<i>Old City Hall Remodeled and Field Operations Relocated</i>
1995	<i>Michigan Association of Chiefs of Police Traffic Safety Award</i>
November 6, 1995	<i>Richard J. White Hired as Police Chief</i>
September 1996	<i>Crime Prevention Program Instituted</i>
1998	<i>Police Computers are Upgraded to a PC Network</i>
1998	<i>Police Citizens Academy Implemented</i>
Summer 1999	<i>Formal Application Made to Become C.A.L.E.A. Accredited</i>
1999	<i>Kalamazoo County District Courts Consolidated</i>

POLICE DIVISION HISTORY (CONTINUED)

January 2001	<i>D.A.R.E. Program Transferred to Sheriff's Department</i>
October 2001	<i>State of Michigan Law Enforcement Information Network (LEIN) Certificate of Excellence</i>
July 2003	<i>C.A.L.E.A. Certification Received</i>
April 2004-2005	<i>Remodel of the Annex and Headquarters Building</i>
March 2006	<i>Received C.A.L.E.A. Reaccreditation</i>
October 2007	<i>Implemented Electronic Citations</i>
August 2008	<i>Implemented Digital Mobile Video Recording</i>
October 2008	<i>Bicycle Patrol Implemented</i>
November 2008	<i>Implemented Electronic Accidents</i>
March 2009	<i>Received C.A.L.E.A. Reaccreditation</i>
January 1, 2011	<i>Prisoner Holding Facility Closed</i>
February 2011	<i>Records Department Upgraded to a Digital Dictation System</i>
July 7, 2011	<i>Police and Fire Departments Consolidated into Public Safety</i>
March 2012	<i>Received C.A.L.E.A. Reaccreditation</i>
March 2015	<i>Received C.A.L.E.A. Reaccreditation</i>
July 2015	<i>Implemented Motorcycle Patrols</i>
December 2015	<i>Implemented Canine Program</i>
August 2016	<i>Application Made to Michigan Law Enforcement Accreditation Commission</i>
March 2, 2017	<i>Nicholas J. Arnold Promoted to Public Safety Director – Police/Fire Chief</i>

2017 POLICE DIVISION PROFILE

The Police Division is responsible for patrolling 34.5 square miles. This consists of over 211.96 miles of roadway, including 10.83 miles of expressway.

The Police Division has 74 full-time employees, 7 part-time employees, and 7 volunteer reserve officers.

The Police Division is authorized a total of 56 full-time and 3 part-time sworn officers.

The average age of a sworn Portage Police Officer is 41 years, with an average seniority with the department of 13 years.

The average education for officers is 15 years. Collectively, the officers received 30 associate's degrees, 27 bachelor's degrees, and 3 master's degrees.

The Police Division responded to 36,161 calls for service in 2017.

The Police Division investigated 1,616 Part 1 and 3,229 Part 2 crimes.

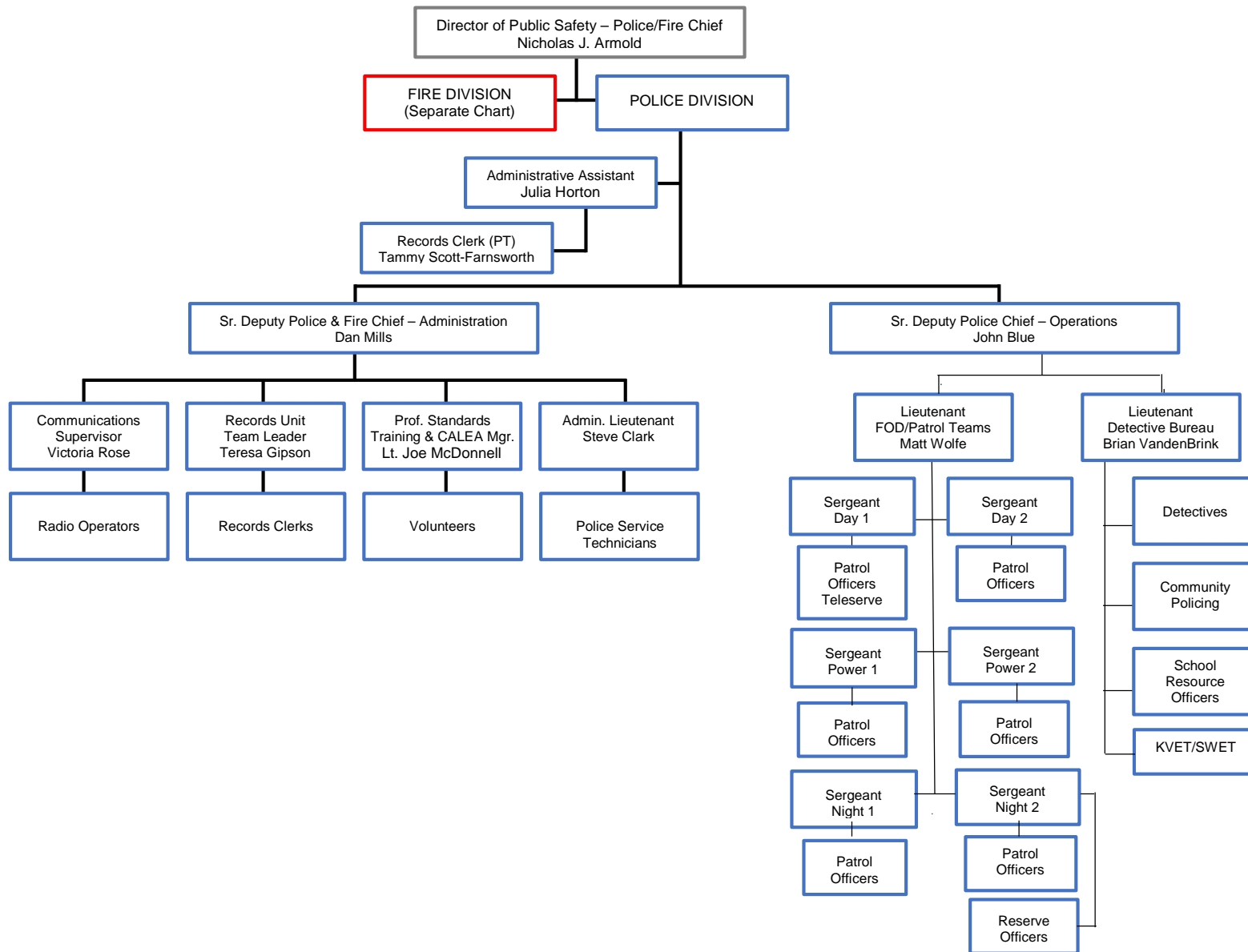
The most frequently occurring crimes in Portage in 2017 were Violation of Court Orders (746), Larceny (659), Retail Fraud (659), Assault (412), and Fraud (413).

Officers arrested 3,376 adults on 3,683 charges and 237 juveniles on 262 charges in 2017.

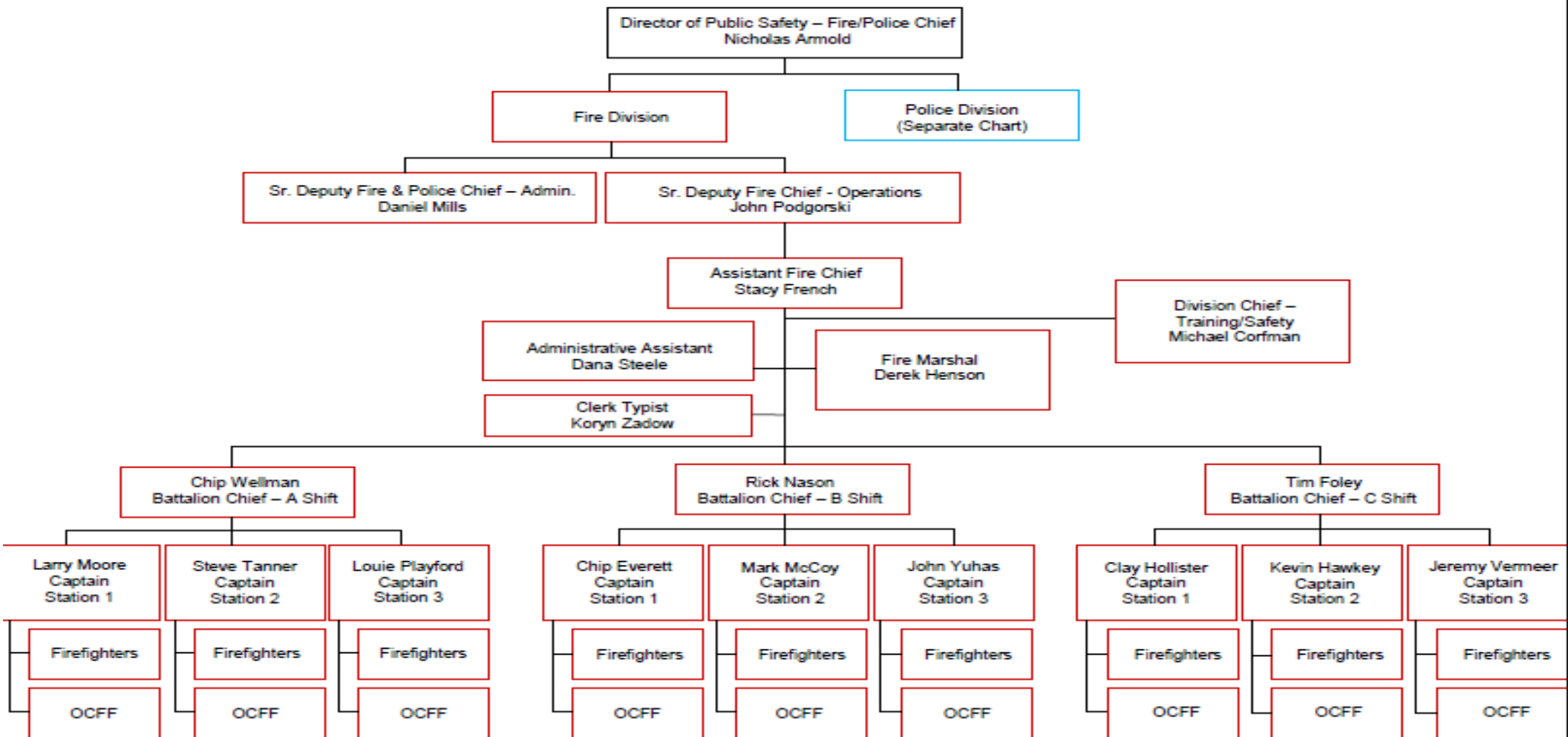
The Department handles dispatching, communications, and records for both the Police and Fire Divisions.

The Police/Fire Communications Center was serviced by 11 full-time radio operators in 2017. The Communications Center handled 36,161 police calls for service and 5,562 fire calls for service. The Center also handled 30,936 Emergency 9-1-1 calls in 2017.

POLICE DIVISION ORGANIZATIONAL CHART



FIRE DIVISION ORGANIZATIONAL CHART



OFFICE OF THE DIRECTOR

The administrative function of the department is responsible for the management of all aspects of departmental activity. Responsibilities include community relations, budget preparation, resource allocation, purchasing, labor relations, research and development, planning, and City emergency preparedness. The administrative function is headed by the Public Safety Director, and assisted by an administrative assistant and a part-time records clerk.

OFFICE OF PROFESSIONAL STANDARDS

The Professional Standards Unit is commanded by Lieutenant Joseph McDonnell. The responsibilities of this unit include: internal affairs investigations, accreditation, and inspections.

Portage Department of Public Safety accepts and investigates all complaints, internal or external, made against any agency employee or policy. Minor complaints are most often referred back to the supervisor of the employee involved. The supervisor investigates the complaint and documents the findings, which are then referred back to the Office of the Director of Public Safety. More serious complaints may be assigned to the Professional Standards Unit for investigation



Professional standards of our agency are also maintained by conducting both physical and staff inspections. Physical inspections ensure that department policies and procedures are sufficient to provide guidance to all employees and that they are compliant.

The Professional Standards Unit commander also functions as the Department Accreditation Manager and Training Coordinator.

ANNUAL REVIEW OF INTERNAL AFFAIRS INVESTIGATIONS

Pursuant to CALEA Standard 52.1.5, the Portage Police Division completes and publishes an annual statistical summary of internal affairs investigations. Portage Police Policy 300-4 governs the internal affairs function and the processing of complaints made against employees. This policy requires that all complaints be accepted and investigated, including those that are made anonymously.

Complaints that are minor in nature, as spelled out by policy, are referred back to the immediate supervisor of the employee involved. The supervisor may conduct an informal or formal inquiry. Formal inquiries require taped statements and, if sustained, may lead to disciplinary action beyond counseling.

Complaints that are serious in nature, again as defined by policy, are assigned to the Senior Deputy Chief of the division for which the employee is not assigned. For example, a serious complaint lodged against a patrol officer (Field Operations Division) would be assigned to the Senior Deputy Police Chief-Administration. The Portage Police Division does not have a full-time internal affairs component.

DEFINITIONS:

Not Sustained/Unfounded - The alleged act could not be clearly proved or disproved.

Sustained - The allegation is sustained. The behavior does not conform to prevailing standards.

Policy Failure - Flaw in policy may have been a causative factor.

The following chart is a review of calendar years 2013, 2014, 2015, 2016, and 2017:

		2013	2014	2015	2016	2017
How Received	Internal	19	9	10	8	9
	External	13	14	12	10	16
How Processed	Supervisory Review	11	14	7	3	8
	Internal Affairs	21	9	15	15	17
Nature of Complaint	Rude/Unprofessional	3	4	4	4	3
	Insubordination	0	1	0	0	2
	Dispatch/Policy Violation	4	5	4	0	2
	Rules & Regulations/Policy Violation	9	9	3	5	4
	Inadequate/Improper Investigation	0	0	0	0	1
	Use of Force	3	2	1	0	3
	Other	13	2	10	9	10
Findings	Not Sustained/Unfounded	13	15	12	7	9
	Sustained	23	8	10	11	16
	Policy Failure	0	0	0	0	0

SENIOR DEPUTY POLICE AND FIRE CHIEF - ADMINISTRATION



Senior Deputy
Police & Fire Chief
Daniel Mills

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

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

Deputy Chief Mills has a Bachelor of Arts Degree from Aquinas College. Over the course of his career, Deputy Chief Mills has had various assignments, including patrol, criminal and civil investigations, supervised narcotics, vice, special operations, canine, civil forfeiture, and was Internal Affairs Commander and Administrative Lieutenant for the downtown and south service areas in the Grand Rapids Police Department before his appointment as Deputy Chief. Deputy Chief Mills is a graduate of the F.B.I. National Academy, Session 234.

COMMUNICATIONS & TECHNICAL SERVICES

POLICE/FIRE COMMUNICATIONS

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

Radio operators are responsible for receiving police and fire emergency and non-emergency calls and dispatching the appropriate units. They also monitor bookings and process emergency calls for road and utility problems after normal hours. During 2017, radio operators handled 5,562 fire incidents and 36,161 police incidents, and processed 1,277 warrants.



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. In conjunction with the other public safety answering points in Kalamazoo County, the Portage Communications Center began utilizing Text-to-911 in 2016 and Smart911 in 2017.

The telephone system includes three 9-1-1 lines, with overflow capabilities going

to the Kalamazoo County Sheriff's Office, and 23 non-emergency lines. Over 300 telephone numbers are programmed into the system to aid in efficiency when making outbound calls.

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

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

DEPARTMENT TECHNOLOGY

The computer network extends to over 40 desktop computers and 20 mobile computers. An extensive computerized CAD and records management system (RMS) is maintained on 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, crime mapping, and Talon (LEIN/NCIC access), as well as interfaces to statewide sex offender files and statewide mug shots.

The City of Portage enacted an ordinance in 2012 that requires all secondhand and pawn dealers in the city to submit their transactions electronically. An internet-based database was created for that purpose and allows all police agencies to query for stolen items that have been subsequently sold or pawned.

Mobile computers are installed in all marked patrol vehicles. The mobiles use both an 800 MHz frequency and wireless card capability to connect to various systems. The 800 MHz data frequency provides CAD access, which includes the ability to see the status of all in-service units, inquiry capability into the RMS database, display information for active and pending calls for service, and LEIN/NCIC capability. Coverage extends well beyond the city limits. Wireless card access provides full network capability, providing accessibility similar to that of a desktop user.

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



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

ADMINISTRATIVE SECTION

POLICE RECORDS



The Portage Police Division Records Section is led by Records Unit Team Leader Teresa Gipson and is staffed with three full-time and four part-time records clerks. This section is responsible for data entry and storage of all police division records, processing Freedom of Information Act (FOIA) requests for both police and fire, and state reporting of crimes, arrests, and accidents. The Records Management System (RMS) was recently upgraded to a Microsoft Windows based RMS. This new system aids the department in precise recordkeeping and allows for retrieval of information for release and compiling complex, in-depth statistical data.

In 1995, the department was one of the first in the state to submit data electronically using the Michigan Incident Crime Reporting (MICR) replacement for the outdated Uniform Crime Reporting (UCR) program. This was done in conjunction with the implementation of computer-assisted reporting, in which case information, including narrative, is entered and maintained in the computer. Since 1995, over 500,000 typed documents have been entered into the system.

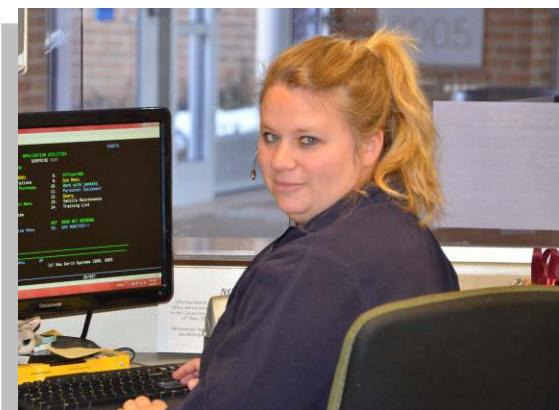
In early 2006, records personnel began scanning ancillary documents into the case file, and, as a result, an entire case can be viewed and/or printed from any computer in the police division, greatly decreasing the need for photocopying by records staff.

2017

Records Staff Processed:

2,818	FOIA Requests
1,574	Accidents
10,097	Cases
3,376	Adult Arrests
237	Juvenile Arrests
1,088	Alarms

INFORMATION CENTER



The Portage Police Division Information Center is staffed during normal business hours by Police Service Technicians Jenny Ball and Diane Malz. Information Center personnel are responsible for handling non-emergency incoming telephone calls, scheduling fleet maintenance, taking non-criminal fingerprints, and issuing permits to purchase and registering handguns. During 2017, 131 permits to purchase were issued, and 1,213 handguns were registered.

ADMINISTRATIVE SECTION (CONTINUED)

PROPERTY AND EVIDENCE

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

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

All property is maintained and released according to International Association for Property and Evidence (IAPE) and CALEA standards. A complete evidence and property audit is conducted at least once a year. The property room is under 24/7 surveillance and has additional security for entry. During 2017, 3,886 items were logged into property, and 2,482 items were disposed of in evidence, a ratio of .64 to 1. The property dispositions were achieved by returning items to their owners, sending items to auction, and destroying items of no value.



CRIME STATISTICS

CRIME	2013	2014	2015	2016	2017	% Change 2016-2017	% Change 2013-2017
PART 1 OFFENSES							
Murder/Non-negligent Homicide	1	0	1	0	1	+100%	0%
Criminal Sexual Conduct	16	9	15	19	24	+26%	+50%
Robbery	12	18	21	13	15	+15%	+25%
Aggravated/Felonious Assault	44	37	45	54	55	+2%	+25%
Arson	2	5	4	5	3	-40%	+50%
Burglary	163	161	165	140	182	+30%	+12%
Larceny	707	612	646	591	638	+8%	-8%
Motor Vehicle Theft	38	40	36	23	60	+161%	+58%
Retail Fraud	727	682	577	535	635	+19%	-13%
TOTAL PART 1	1,710	1,564	1,510	1,380	1,613	+17%	-6%
PART 2 OFFENSES							
Negligent Homicide	0	1	1	0	0	0%	0%
Kidnapping	2	1	2	3	2	-33%	0%
Stalking	24	24	38	49	49	0%	+104%
Extortion	1	1	0	0	0	0%	-100%
Forgery/Counterfeiting	18	43	35	44	46	+4%	+155%
Fraud	188	216	274	363	369	+2%	+96%
Embezzlement	28	27	30	28	33	+18%	+18%
Recovered Stolen Property	22	16	18	24	29	+21%	+32%
Malicious Damage to Property	227	229	292	202	190	-6%	-91%
Drug Offenses	399	379	359	305	242	-21%	-39%
Obscene Material	4	6	4	9	10	+11%	+150%
Weapons Offenses	23	43	37	34	27	-20%	+17%
Retail Fraud (misc. categories)	16	32	11	24	12	-50%	-25%
Non-aggravated Assault	405	409	383	434	384	-11%	-5%
Illegal Entry	18	19	33	32	30	-6%	+67%
Bad Checks	24	19	27	25	30	+20%	+25%
Sex Offenses	10	16	14	11	27	+145%	+170%
Family Offenses	17	16	18	15	15	0%	-12%
Liquor Violations	108	71	78	68	58	-15%	-46%
Hindering and Obstructing	93	87	106	90	112	+24%	+20%
Obstructing Justice	1240	1214	1229	706	680	-4%	-45%
Disorderly/Public Peace	413	304	312	323	312	-3%	-24%
Hit & Run Accidents	211	192	104	55	49	-11%	-77%
Driving While Intoxicated	221	181	162	137	138	+1%	-37%
Trespassing	123	108	146	132	135	+2%	+10%
Runaway	60	69	50	41	55	+34%	-8%
Other Part 2	241	223	210	199	162	-19%	-33%
TOTAL PART 2	4,136	3,946	3,973	3,353	3,196	-5%	-23%
GRAND TOTAL OFFENSES	5,846	5,510	5,483	4,733	4,809	+1.6%	-18%

TRAINING & VOLUNTEER SERVICES

TRAINING

The Police Training division is coordinated by Lieutenant Joseph McDonnell, a 28-year veteran of the Portage Police Division. His duties include training coordination for the entire division and managing volunteer resources.

With the state of economics and budgetary concerns, the goal of the training division is to identify, coordinate and schedule training opportunities which are economical and fiscally responsible. To meet this goal, training administration must continually develop and utilize local resources when possible to reduce the cost of training by eliminating travel and lodging expenses.



The department is a member of the West Michigan Criminal Justice Training Council. The membership fee of \$1,886.00 is based on the number of sworn officers in the department. Participation in the Training Council provides an economical solution for various training topics.

To further this goal, the Training Lieutenant liaisons with other departments' training divisions to develop mutual and combined local training opportunities. For example, Portage Police participated in countywide firearms training by providing two instructors one day each month. During 2017, officers completed training in the areas of:

- Legal Update
- Supervisor Development
- Criminal Intelligence
- Ethics
- Hazardous Material
- Domestic Violence
- Michigan Mental Health Code
- Use of Force
- All Hazard Plan
- Criminal Investigations
- Accreditation
- Crimes Against Children

Other mandatory annual training included Use of Force policy review, Firearms, and Bias-based Profiling/Diversity.

The division provides annual in-service training in the areas of firearms and use of force. Each month, between four and seven topics are chosen, and varying times are posted on a calendar for all personnel. It is the responsibility of the division members' team leader or supervisor to provide the training topic for the given day. At the end of each month, the team leader/supervisor must document that all of their respective personnel have received the training. The training administration continues to identify individual training needs and provide opportunities for employee specialization, promotion, and job effectiveness.

During calendar year 2017, police officers received approximately 2,384 hours, or 298 days, of training.

TRAINING & VOLUNTEER SERVICES (CONTINUED)

VOLUNTEERS



The Training Section coordinates all volunteer activities, including Police Reserve Officers, Parking Enforcement Agents, and numerous other volunteers. Parking enforcement agents patrol local business zones and parking lots for handicap and fire lane violations. Several volunteers donate their time to the clerical and records-keeping functions of the police division. These individuals provided 1,374 hours of service.



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



RESERVES



Chapter 46, Article 3 of the City of Portage Code of Ordinances provides and establishes a police reserve force for the City. The Public Safety Director is authorized to appoint police reserve officers to assist the regular members of the police division in the prevention of crime, apprehension of criminals, the protection of life and property, and the preservation of peace and order. Police reserve officers have the authority to assist sworn police officers in all matters of a routine police nature, to include powers of arrest in felony cases and other matters at the direction of sworn staff. Reserve police officers wear similar uniforms and badges and are fully equipped in like manner as sworn officers. All reserve police officers are required to maintain the same

minimum training standards as sworn staff on a yearly basis.

The membership is made up of professional people: a physician, pharmacist, real estate agent and broker, security guard, and financial advisor, who wish to give back to their community. These individuals volunteer their time without compensation or remuneration. During 2017, reserve officers volunteered 422 hours.

The reserve unit meets on a monthly basis for training and business pertaining to the unit. Reserves assist regular officers in their duties on patrol, parades, high school sporting events, crime prevention functions, and many other activities during the year. Reserve officers are required to maintain an exemplary personal life and hold a valid driver's license and CPL permit. They are also required to pass annual training, including firearms, defensive tactics, hazardous materials, and protection from blood borne pathogens.

SENIOR DEPUTY POLICE CHIEF - OPERATIONS



Senior Deputy
Police Chief - Operations
John C. Blue

John Blue is the Senior Deputy Police Chief of Operations, which oversees the day-to-day activities of patrol operations, criminal investigations, the school resource officer program, and the community policing officer. He coordinates and directs the field training program, performance appraisals, and is responsible for recommending awards and discipline of employees. Deputy Chief Blue participates in public relations activities. 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 30 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 has been responsible for implementing job tasks, developing training curriculum, restructuring divisional functions, conducting divisional assessments, and developing departmental policy and procedure.

Deputy Chief Blue received his Bachelor of Science degree from Western Michigan University in 1987. In 2007, Deputy Chief Blue received his Master of Science degree in Public Administration and his Master of Arts degree in Educational Leadership from Western Michigan University. Deputy Chief Blue is an Adjunct Professor at Western Michigan University and an instructor at the Kalamazoo Valley Police Academy.

FIELD OPERATIONS (continued)

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.

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.



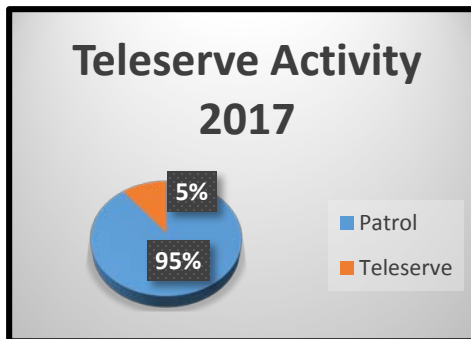
In 2016, Canine Officer Zorro was added to the Portage Department of Public Safety. He is a dual-purpose canine, specializing in patrol work, drug detection, tracking suspects who have fled from police, searching for missing or endangered persons, building searches for suspects involved in certain high-risk 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 69 deployments in 2017, 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 Portage Department of Public Safety and our community.

FIELD OPERATIONS (continued)

TELESERVE

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



In 2017, 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.

INTERNSHIPS AND EDUCATION FOR EMPLOYMENT (EFE) PROGRAMS

In 2017, 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 tenth through twelfth 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 provided an internship for one Western Michigan University criminal justice student in 2017. 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.

FIELD OPERATIONS (CONTINUED)

KALAMAZOO METRO SWAT

Kalamazoo Metro SWAT (Special Weapons and Tactics) is a multi-jurisdictional team currently made up of SWAT officers from the Portage Department of Public Safety, Kalamazoo Department of Public Safety, and the Kalamazoo County Sheriff's Department. The Kalamazoo Metro SWAT team responds to high-risk and critical incidents within Kalamazoo County and at the mutual aid request of jurisdictions within the Southwest Michigan 5th District. During 2017, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT team, were utilized on 49 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.

The Kalamazoo Metro SWAT team expanded their role in 2017 by providing “over watch” support for Western Michigan University football games. The deployment requests were in response to nationwide concerns of “active assault” and terrorist incidents at large public venues.



FIELD OPERATIONS (CONTINUED)

DETECTIVE BUREAU (DB)



The Detective Bureau (DB) is the investigative arm of the Police Division. The team is comprised of five detectives, two school resource officers, one community policing officer, and one narcotics officer assigned to a multi-jurisdictional task force. The team is commanded by a lieutenant, who reports to the Field Operations Deputy Chief.

Portage Police detectives average 12 to 18 active cases per month.

Assignments and duties of the detectives include:

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

DRUG LAW ENFORCEMENT – PUNT/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.

FIELD OPERATIONS (CONTINUED)

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 SRO program is a member of the National Association of School Resource Officers (NASRO) and has had officers become certified as national practitioners. The officers are assigned to the SRO position for up to three years and are selected among qualified candidates. The officers not only provide a visible presence, but are also members of the school administration, teach prevention classes, mentor, and are present at school functions.

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 Kids Coalition, MICOPS, SALT/TRIAD, Community Outreach, and Project Lifesaver. In addition, the Community Policing Officer assists with coordination of the police website and writing safety articles for media publication.

FIELD OPERATIONS (CONTINUED)

CRIME SCENE TECHNICIANS



The Portage Police Division Crime Scene Services Unit is a specialized team of trained officers who are assigned in processing crime scenes and investigating major accidents. Currently the team is comprised of 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. The unit and its members have been credited for numerous “cold hits” (where a match was made to an otherwise unidentified suspect) on collected latent print and DNA samples.

CRIME SCENE UNIT EQUIPMENT

The FARO® Laser Scanner allows investigators to digitally capture crime scenes in 3D, providing an exact record of the entire scene at the touch of a button. With 3D documentation, the crime scene reconstruction can be visited multiple times to verify witness testimony or test hypotheses. Crime scene technicians use the FARO to document evidence at crime, crash, and fire scenes. The unit was used ten times in 2017 to map crime scenes and fatal accidents.



ACCIDENT RECONSTRUCTIONISTS

Accident reconstructionists are called to the scene on major traffic crash investigations to reconstruct the elements of the crash. They work jointly with crime scene technicians using sophisticated measuring equipment to map scenes, creating computer-based, three-dimensional representations.



MISSION STATEMENT

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

FIREFIGHTER CODE OF ETHICS

Background

The Fire Service is a noble calling, one which is founded on mutual respect and trust between firefighters and the citizens they serve. To ensure the continuing integrity of the Fire Service, the highest standards of ethical conduct must be maintained at all times.

Developed in response to the publication of the Fire Service Reputation Management White Paper, the purpose of this National Firefighter Code of Ethics is to establish criteria that encourage fire service personnel to promote a culture of ethical integrity and high standards of professionalism in our field. The broad scope of this recommended Code of Ethics is intended to mitigate and negate situations that may result in embarrassment and waning of public support for what has historically been a highly respected profession.

“Ethics” comes from the Greek word *ethos*, meaning character. Character is not necessarily defined by how a person behaves when conditions are optimal and life is good. It is easy to take the high road when the path is paved and obstacles are few or non-existent. Character is also defined by decisions made under pressure, when no one is looking, when the road contains landmines, and the way is obscured. As members of the Fire Service, we share a responsibility to project an ethical character of professionalism, integrity, compassion, loyalty, and honesty in all that we do, all of the time.

We need to accept this ethics challenge and be truly willing to maintain a culture that is consistent with the expectations outlined in this document. By doing so, we can create a legacy that validates and sustains the distinguished Fire Service institution, and at the same time ensure that we leave the Fire Service in better condition than when we arrived.

-- National Society of Executive Fire Officers

CODE OF ETHICS

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

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



FIRE DIVISION HISTORY

October 1940	<i>Portage Fire Department Established</i>
October 1940	<i>First Fire Station Constructed at 7721 S. Westnedge</i>
May 1, 1941	<i>Ernest Hall Appointed First Fire Chief</i>
April 28, 1942	<i>Jacob Mein Hired as Fire Chief</i>
May 1, 1942	<i>Emergency Response Services Began</i>
May 5, 1942	<i>First Alarm Response</i>
December 31, 1963	<i>City of Portage Chartered</i>
1976	<i>Fire Station 2 Constructed on Oakland Drive</i>
1984	<i>Fire Station 1 Moved to Current Location</i>
1994	<i>Fire Station 3 Constructed on Sprinkle Road</i>
March 15, 2016	<i>Received Accredited Agency Status with the Commission on Fire Accreditation International (CFAI)</i>

WHERE WE HAVE BEEN...

...AND WHERE WE ARE TODAY

As of 2017, 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.

SENIOR DEPUTY FIRE CHIEF



Senior Deputy
Fire Chief - Operations
John Podgorski

Deputy Chief John Podgorski was hired by the Portage Fire Department in 2002 as the administrative deputy. His primary responsibilities were facility and apparatus maintenance. During this time period, he organized routine maintenance schedules for both the apparatus and equipment and developed tracking records for the same. In 2005, he was assigned to operations deputy, where he oversaw the daily scheduling of personnel and other operational responsibilities. Prior to his hiring in Portage, Deputy Chief Podgorski was the Fire Chief at Bridgeport Charter Township in Saginaw County for 11 ½ years.

Deputy Chief Podgorski received a Bachelor of Science from Northwood University in Midland, Michigan and a Master's Degree in Public Administration from Western Michigan University. In addition to his other training, he is a graduate of the National Fire Academy-Executive Officer Program and is a credentialed Chief Fire Officer through the Center of Public Safety Excellence.

Deputy Chief Podgorski coordinates and oversees daily activities of fire operations, fire prevention, fire investigations and inspections as they relate to both the on-call and career staff. He administers the annual budget and capital improvements budget for the Fire Division and reports directly to the Public Safety Director.

ASSISTANT FIRE CHIEF

Assistant Fire Chief Stacy French began his career with the Fire Department in 1998 as a career firefighter. In 2000, he was promoted to the position of Captain/Training Officer. In this role, he was responsible for the organization and scheduling of required training for the entire department membership. He was also responsible for scheduling and teaching the Firefighter Academies for new on-call personnel to attain their basic Firefighter I, Firefighter II, Haz-Mat Operations, and Medical First Responder training. He was responsible for all recordkeeping for personnel training and also served as the department's Safety Officer, where he developed and recommended policies related to personnel safety.

He was promoted to Assistant Fire Chief 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.



Assistant Fire Chief
Stacy French

FIRE TRAINING OFFICER



Training Officer
Michael Corfman

Mike Corfman was hired in 2016 as the Training Officer for the Portage Department of Public Safety Fire Division. His primary responsibility is the training and safety program at the Fire Division. He previously served as fire chief for Texas Township for 18 years and for Comstock for three years. Prior to that, he advanced through the ranks to battalion chief at Egelston Township and was employed as a dispatcher in Muskegon. He served 30 years in the U.S. Coast Guard Reserve, retiring as Senior Chief Maritime Enforcement Specialist.

Training Officer Corfman earned an Associate of Science degree from Lansing Community College and is a credentialed Fire Officer III, Fire Instructor, and Fire Investigator through the Michigan Firefighter Training Council. He holds an EMT-B license from the Michigan Department of Health and Human Services and is Pro-Board Certified as a Fire Department Incident Safety Officer. Training Officer Corfman is credentialed as a Chief Fire Officer by the Center for Public Safety Excellence.

FIRE MARSHAL



Fire Marshal
Derek Henson

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

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

Fire Marshal Henson has an Associate of Fire Science degree 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.

ADMINISTRATIVE ASSISTANTS

Dana Steele joined the Department of Public Safety-Fire Division in November of 2014. Her primary responsibilities include providing support to the Senior Deputy Chief, Assistant Chief, 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 graduated from Georgian Court University, earning a Bachelor of Arts degree in Sociology and Religious Studies

Koryn Zadow joined the Fire Division in October of 2017. 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. Koryn has a Bachelor of Business Administration degree in Human Resources Management from Grand Valley State University.



Dana Steele



Koryn Zadow

FIRE DIVISION SECTION HEADS

Captain Mark McCoy, Captain John Yuhas, and Firefighter Larry Moore oversee station maintenance and repair, maintain station appearance, and assist fire administration with short- and long-term planning of facility maintenance.

Captain Chip Everett oversees the Self-Contained Breathing Apparatus (SCBA) program. Responsibilities include maintaining records and providing basic maintenance to 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. This alone saves the city approximately \$6,000 each year by providing this service in-house.

Captain Mark McCoy oversees the Facilities. Responsibilities include maintaining records, ordering and maintaining station supplies, coordinating contractor work, overseeing station captain, and assisting fire administration with short- and long-term planning of facility maintenance.

Firefighter Mike Walker oversees the Extinguisher program. Responsibilities include maintaining records and providing maintenance to all public safety extinguishers. This includes hydrostatic testing, filling and repair and/or replacement of parts. Providing this service in-house, in lieu of sending these units out, provides a significant cost-savings to the city and timely refilling of the units.

Captain Louie Playford oversees the Small Tools program. Responsibilities include maintaining records and providing maintenance to all small tools utilized by the Fire Division. He is assisted in this section by Firefighters Campbell and Dunfield. Their efforts and mechanical aptitude provide a significant cost-savings to the city, both in the maintenance that is provided and in-house repairs that are completed.

Battalion Chief Charles Wellman oversees the Apparatus and Radio Program. Responsibilities include maintaining records, scheduling of apparatus maintenance, chairing committees for new apparatus, equipment and programming/maintenance of all radios and pagers.

Battalion Chief Tim Foley oversees the Personal Protective Equipment (PPE), or commonly referred to as turn-out gear. Responsibilities include oversight of inspections, maintenance, and data entry into our database system.

Battalion Chief Rick Nason oversees the records management software for the Fire Division, including but not limited to, state-mandated uploads to state data collection sites, analysis of data and report generation.

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

RESOURCES

The Fire Division currently has three stations:

Located at the corner of Shaver and S. Westnedge, Station 1 is recognized as the central station where the fire administration and training room are located. The training room is a multi-purpose room, also used as the Emergency Coordination Center (ECC) and backup for the County Emergency Operations Center (EOC).

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

Apparatus assigned to Station 1 are:

- Engine 1211 (Rescue-Pumper)
- Vehicle 1281 (primary response vehicle for Battalion Chiefs)
- Critical Response Unit
- Truck 1241 (Pierce 100' aerial)
- 1271 Brush Truck
- Rescue 1251

Minimum staffing at this station is three:

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

Station 1
7830 Shaver Road



Maximum staffing is five:

- (1) Battalion Chief
- (1) Captain
- (3) Firefighters and assigned on-call

Station 2
6101 Oakland Drive



Staffing at Station 2:

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

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

Apparatus assigned to this station are:

- Engines 1212 and 1222 (pumpers)
- Engine 1252
- Engine 1282
- Michigan 5th District Technical Rescue Trailer

RESOURCES (CONTINUED)

Station 3 8306 Sprinkle Road



Station 3 is located at the corner of Zylman and Sprinkle Road. Additional duties performed from this station include filling cascade air systems from both Texas Township Fire Department and South County Fire Authority, and repair of Self-Contained Breathing Apparatus (SCBA). Station 3 is the fill center for SCBA air bottles.

Apparatus at Station 3:

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

Staffing at Station 3:

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

APPARATUS

The primary function of the apparatus section is to maintain vehicles for emergency and support responses. The fleet currently includes three engines, one 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.



HOSE

The Fire Division has 25,100 feet of fire hose, which equates to 4.8 miles of hose. 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 is 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 into the fire. The hose meets all National Fire Protection Agency requirements.

PERSONAL PROTECTIVE EQUIPMENT

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

OVERVIEW OF OPERATIONS

The 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 47% of all calls.

	2014	2015	2016	2017	Average
Responses	3891	4226	4972	5543	4658

Overall incident responses for 2017 were up almost 12 percent from 2016. Emergency medical service calls increased 9 percent, while fire incidents increased 14 percent, 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 11:00 a.m. and 8:00 p.m.

TRAINING

The Portage Fire Training & Safety Group is comprised of the training officer and a training advisory group of nine 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.

Mission of the Training & Safety Group

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

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 Training Division assisted the city Technology Services and Human Resources departments in implementing the citywide training platform “Safari MONTAGE.” This platform allows all city employees to access various training programs, documents, and websites to allow “on-line” based training. Fire Division members also provided training to members of outside agencies, such as Kalamazoo Valley Community College, Kalamazoo County Fire Academy, and Kalamazoo County Emergency Management.

TRAINING (CONTINUED)



The Fire Division participated in a number of “live fire” drills throughout the year, with four of them 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 2017 to provide lesson plans and training guides, as well as provide intense search and rescue training for two members at their live-fire training facility near Indianapolis.

Overall for 2017, a total of 509 training classes were offered with 6,266 hours of accumulated training hours delivered.

2017 Training Goals Achieved

- Worked collaboratively with Pride Care and Life EMS 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.
- Developed standard “post-incident analysis” for any significant fire or incident, and developed training objectives based on the shortfalls or issues during the incidents.
- Licensed two Fire Division members as Emergency Medical Services Instructors/Coordinators to better schedule and provide state-sanctioned emergency medical training.

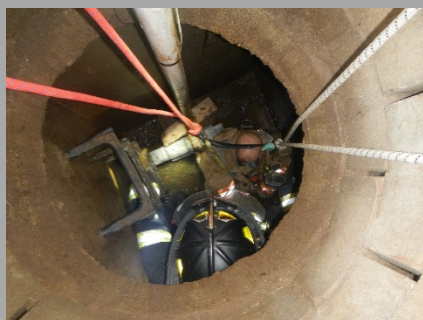


Water supply training with Texas Township at the training grounds.

TECHNICAL RESCUES

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. Technical Rescue is divided up into categories within the broader scope. These categories are:

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.”

TRENCH RESCUE

Another specialized form of rescue involves collapsed earth known as a “trench.” Rescuers use shoring devices and other uniquely designed equipment to stabilize the side walls in order to rescue a victim trapped within the collapse. This is a very dangerous operation to perform, as oftentimes rescuers can become “secondary victims.” Trenches are found throughout the city, common on construction sites where buildings are being erected. The Oshtemo Fire Department is the lead agency in Kalamazoo County with Trench Rescue, and Portage Fire would work collaboratively with them to handle an incident in Portage.



ROPE RESCUE



Rope rescue involves the use of ropes, anchoring and belaying devices, rappelling equipment, and the use of mechanical advantages to use for hauling systems, as well as other specialized equipment in order to reach a victim and raise or lower them to safety. High angle rescues may involve workers who are on a building and, for whatever reason, cannot get themselves down. An example could be a worker trapped on a communication tower, such as those located throughout the city.

TECHNICAL RESCUES (CONTINUED)

STRUCTURAL COLLAPSE RESCUE



This type of rescue involves the location, 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.

INDUSTRIAL MACHINE RESCUE

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

WATER/ICE RESCUE

Portage is surrounded by lakes and bodies of water, creating the risk of a victim being injured or trapped and in need of removal. This may occur in open water or frozen ice, through which someone has fallen. This type of rescue involves the use of specialized water-rescue equipment, such as ropes and suits that protect the rescuer. Twice a year, Portage firefighters are out on the water or ice, training for this type of emergency.



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.

FIRE PREVENTION DIVISION

FIRE MARSHAL INSPECTIONS

- 1 Business Move-in
- 3 Construction Site Check
- 8 Fire Code Consultation
- 42 Final Occupancy
- 1 Temporary Occupancy Permit
- 4 Water Main Final
- 33 Referrals to Fire Marshal
- 1 Fire Marshal Violation Follow-up
- 5 Tent or Membrane Structure
- 76 Campfire Permit
- 47 Campfire Renewal
- 49 Fire Protection
- 2 False Alarm Investigation
- 35 FOIAs
- 19 Knox Box Maintenance
- 3 Fire Marshal Follow-up Attempt
- 3 Fire Lane
- 7 Spot Inspections

ENGINE COMPANY INSPECTIONS

For the year 2017, engine companies made a total of 2,859 inspection visits to commercial and multi-family residential occupancies. More than 2,400 violations were identified and corrected.

- 2,331 Annuals
- 131 Annual attempts
- 363 Re-inspections
- 34 Re-inspection attempts

PLAN REVIEWS

- 49 Site plans
- 64 Building plans
- 40 Fire protection plans
- 7 Special events (including one firework show)

PUBLIC RELATIONS

In 2017, the Fire Division delivered safety-related education to 9,248 adults and 11,619 children through several large events, including the Monster Mash and the Annual Public Safety Open House. The Fire Division also delivered public education in the schools, reaching 807 children, in 41 classes, through fire prevention puppet shows. The children were also given fire hats and educational coloring pages. A special fire safety presentation was made to a group of Chinese students who were visiting the United States.

FIRE PREVENTION DIVISION

PUBLIC RELATIONS EVENTS



Camp 911, an annual event for children ages 9 – 11, was held at Portage Fire Station #1 on July 13. This year, 36 children attended. The kids were given safety education, covering topics such as bike safety and fire safety.



On October 14, 2017, the Portage Department of Public Safety held its **Fourth Annual Fire Prevention Open House**, which featured puppet shows and other opportunities for children to interact with firefighters. The puppet shows cover fire safety issues, such as stop, drop, and roll; stay low, crawl out; and good fire vs. bad fire. Demonstrations were presented by Pride Care Ambulance, the tech rescue team, and the hazmat team. Approximately 400 people attended the event.

The **Monster Mash** was a Halloween event held on October 21 at Schrier Park. The event was hosted by the City of Portage, and over 6,000 people attended, 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.



Lowe's Family Fire Safety Day – Lowe's hosted its annual Family Fire Safety Day on October 28. The event, coordinated by E.S.C.A.P.E., drew approximately 200 people and featured their fire safety trailer and Jake the Fire Dog. The Fire Division provided an engine and personnel to help provide fire safety messages to the community.

CAR SEAT INSTALLATIONS

The Fire Division has five car seat technicians; each technician has completed a 32-hour training program. A total of 274 seats were installed in 2017. The technicians provide information on proper installation and usage of the car seats. The Portage Fire Division outperforms every other car seat installation facility in Kalamazoo County.



SMOKE ALARM INSTALLATIONS

The Fire Division began installing smoke alarms in residents' homes in the spring of 2015. A resident can request and schedule the install by phone, then firefighters go to their house and install the detectors. The major benefit to this program is guaranteeing the detectors are installed properly.

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.

IN THE SPOTLIGHT - DEPARTMENTAL AWARDS



On April 19, 2017, 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 recognize employees who promote a positive image and distinguish themselves by professionalism, self-initiative, work and ethical standards beyond what is normally expected.

Volunteer of the Year: Reserve Officer **Joshua Richmond**, for dedicating countless hours in voluntary service to the community, participating in special events, such as the bike rodeo, monster mash, parades, fireworks displays, walks and runs.

Employee of the Year – Non-sworn: Radio Operator **Ryan Enderich**, for his assistance in a software upgrade in the Communications Center, putting in countless hours to help ensure a nearly flawless transition to the new computer-aided-dispatch software system.

Employee of the Year – Sworn: Police Officer **Brett Stapert**, for displaying a high level of motivation, teamwork, and professionalism, being keenly aware of “quality of life” issues in the community and working closely with various neighborhood groups to respond to their concerns.

On-Call Firefighter of the Year: Firefighter **Ed Kline**, for his professionalism, self-initiative, positive attitude, and work and ethical standards that go beyond what is normally expected.

Firefighter of the Year – Career: Firefighter **Mike Norris**, for his work on the EMS call-processing data, assisting in the creation of what has now become a tool heavily relied upon for improving the emergency medical services to the citizens of Portage, as well as the countywide EMS system.

IN THE SPOTLIGHT (CONTINUED)

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

Meritorious Service: Police Officer **Holly Cerny**, for her diligence during the investigation and arrest of an armed subject connected to a suspect in multiple burglaries, larcenies and various drug crimes.

Meritorious Service: Captain **John Yuhas**, Firefighter **Derek Dunn**, and On-call Firefighter **Debora Riley**, for their initiative and creative thinking, resulting in the rescue of a lost hunter who had become sunk in a muddy swamp.

Innovation Award may be earned by an individual, group or team for an outstanding innovative accomplishment that results in improved public service, operations or administration, or a substantial savings to the City.

Innovation: Community Policing Officer **Adam Dmoch**, for his innovation and coordination in the Critical Response to Active Shooter program.

Innovation: Sergeant **Bryan Mayhew**, for his development and supervision of the canine program.

Innovation: School Resource Officer **Nathan Slavin**, for his implementation of a camera system in the Portage Public Schools.

Innovation: Police Officer **Bryan Taffee**, for his innovation and coordination in the Critical Response to Active Shooter program.

Innovation: Police Officer **Jordan Wentworth**, for his dedication in the development and training for the canine program.

Unit Citation may be awarded to a shift, crew, or company for significant events that merit recognition.

Unit Citation: Captains **Kevin Hawkey**, **Clay Hollister** and **Steve Tanner**, and On-Call Firefighters **Paul Quezada** and **Andrew Toepfer**, for their participation in Safe Kids car seat installations, inspections, and educational activities.

IN THE SPOTLIGHT (CONTINUED)

Letter of Commendation may be issued to a person or group of persons who exhibit outstanding diligence, perseverance, alertness, or highly creditable accomplishment.

Letter of Commendation: Police Officer **David Barker**, for his actions in response to a suicidal subject.

Letter of Commendation: Police Officer **Holly Cerny**, for her participation in Safe Kids car seat installations, inspections, and educational activities.

Letter of Commendation: Sergeant **Michael Collier**, for his service as operator and team leader on the Critical Response and Kalamazoo Metro SWAT Teams.

Letter of Commendation: Records Clerk **Amber Deniston**, for her accomplishments during a records management system conversion project.

Letter of Commendation: Community Policing Officer **Adam Dmoch**, for his participation in Safe Kids car seat installations, inspections, and educational activities.

Letter of Commendation: Police Officer **Kyle Doster**, for his dedication to the agency's mission as a field training officer, defensive tactics instructor, and lab technician.

Letter of Commendation: Battalion Chief **Tim Foley**, for his dedication to the fire prevention education programs.

Letter of Commendation: Police Officer **Aaron Ham**, for his surveillance accomplishments, skillful interviewing, and cooperative investigations in drug enforcement operations.

Letter of Commendation: Detective **Dereck Hess**, for his accomplishments as a member of the Critical Response Unit, Kalamazoo Metro SWAT Team, Southwest Enforcement Drug Team, and Portage Uniformed Narcotics Team.

Letter of Commendation: Police Officer **Michael Kline**, for his commitment to the skillful processing of crime scenes.

Letter of Commendation: Detective **Jim Lord**, for his tenacity in an investigation resulting in the arrest of a child predator.

Letter of Commendation: Police Officer **Lynley Morgan**, for her care and support of a homeless and wayward teen, helping secure a permanent and stable home.

Letter of Commendation: Police Officer **Brannon Pierman**, for his actions in response to a suicidal subject.

FREQUENTLY CALLED NUMBERS

POLICE, FIRE OR MEDICAL EMERGENCY.....911

POLICE DIVISION

BUSINESS 329-4567
FIELD OPERATIONS 329-4564
RECORDS 329-4568
PATROL SERGEANTS..... 329-4566
COMMUNITY POLICING 324-9255
WEBSITE www.portagemi.gov
FACEBOOK <https://www.facebook.com/PortageDepartmentofPublicSafety/>

FIRE DIVISION 329-4487

CITY CLERK 329-4511

CITY MANAGER 329-4400

COMMUNITY DEVELOPMENT (CODE ENFORCEMENT) 329-4466

DISTRICT COURT 384-8171

DISTRICT LIBRARY 329-4544

FINANCE (TAX AND BILLING INFORMATION) 329-4455

PARKS AND RECREATION 329-4522

PUBLIC SERVICES 329-4444

SENIOR CENTER SERVICES..... 329-4555

TRANSPORTATION & UTILITIES 329-4422