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## DEPARTMENT OF PUBLIC SAFETY

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# 2021 ANNUAL REPORT

## ***A MESSAGE FROM THE DIRECTOR***



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

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

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

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

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

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

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

*Nicholas J. Arnold*

Nicholas J. Arnold  
Director of Public Safety

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# COMMUNITY PROFILE

The City of Portage is located in Kalamazoo County Michigan, approximately half way between Chicago and Detroit. Regional accessibility to the community is provided by several interchanges along US-131 and I-94 expressways.

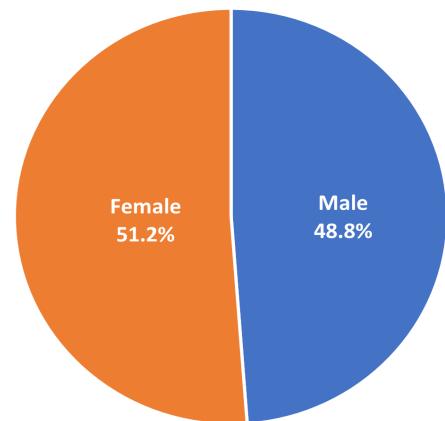
Portage was incorporated on December 31, 1963, With a 2021 population of 49,798, it is the 25th largest city in Michigan and the 791st largest city in the United States. Portage is currently growing at a rate of 0.53% annually and its population has increased by 8.33% since the 2010 census, which recorded a population of 46,377.

Spanning over 35 miles, Portage has a population density of 1,556 people per square mile.

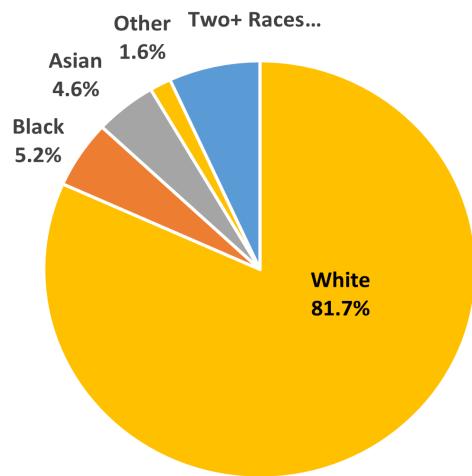
The average household income in Portage is \$86,552 with a poverty rate of 8.39%. The median rental costs in recent years comes to \$839 per month, and the median house value is \$164,300. The median age in Portage is 37.5 years.

Portage has over 2,000 acres of park and recreational space featuring 17 parks, three of which are dedicated to natural preservation, and 57 miles of bikeways and multi-use trails. Portage offers bountiful natural resources and seven lakes that account for 1,732 acres or 7.9% of the geographic area of the city.

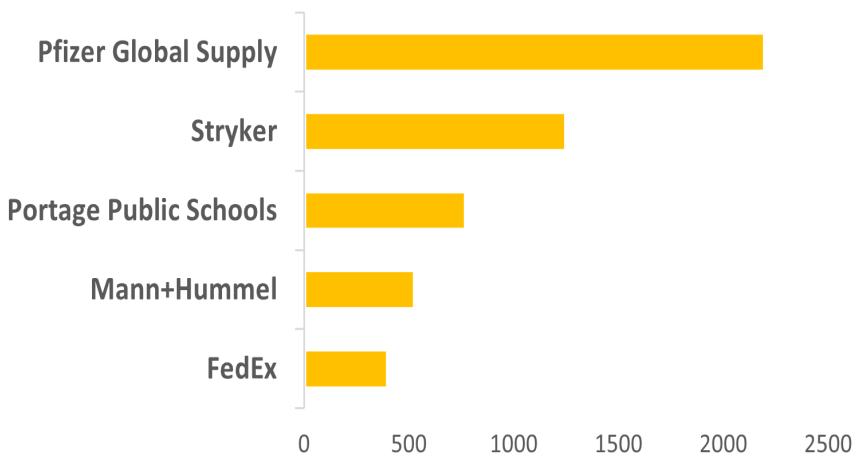
## Population by Gender:



## Population by Race:



## Top Employers:



# **CITY COUNCIL**

Portage utilizes the Council-Manager form of government, and thus is governed by a City Council consisting of a Mayor and six Council Members. The City Council appoints a City Manager who manages the day-to-day operations of the city.

## **APPOINTED OFFICIALS**



Acting City Manager  
Adam Herringa



Deputy City Manager  
Mike Carroll

## **ELECTED OFFICIALS**



Mayor  
Patricia Randall



Mayor Pro Tem  
Jim Pearson



Council Member  
Lori Knapp



Council Member  
Terry Urban



Council Member  
Chris Burns



Council Member  
Lisa Brayton



Council Member  
Vic Ledbetter

# **THE DEPARTMENT OF PUBLIC SAFETY**



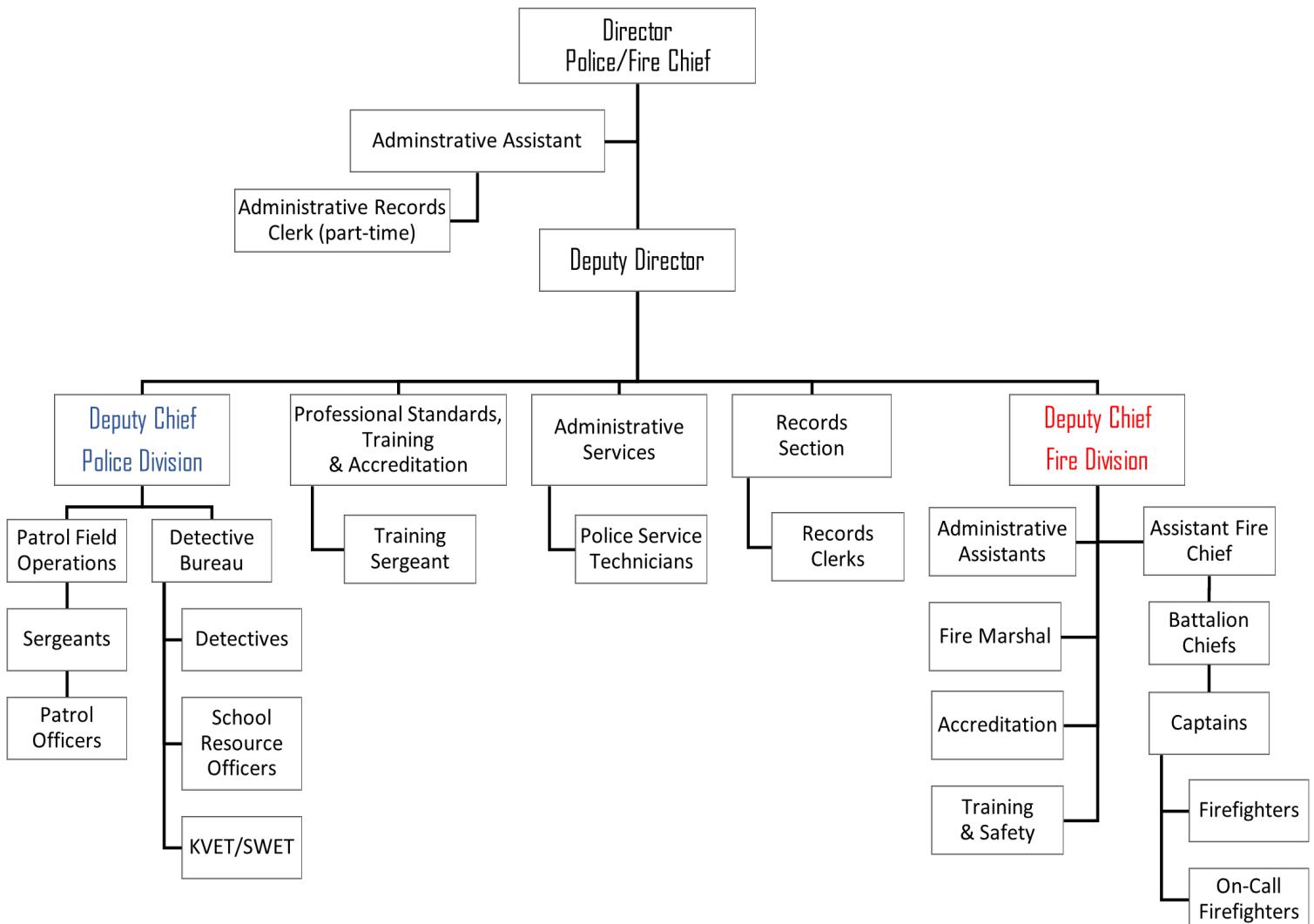
The Portage Department of Public Safety is responsible for the delivery of public safety services to a city encompassing over 35 square miles and housing a night time population of over 45,000 people. Due to the large number of service-oriented businesses located in the city and the number of commercial operations, the daytime population is much greater.

Employees of the City of Portage are committed to delivering superior customer service. Members of the Department of Public Safety are no exception as they strive to ensure the needs of our citizens, business owners, and visitors are met in a consistent manner unsurpassed in professionalism, politeness, and promptness.

On July 1, 2011, the administration of the Portage Police Department was merged with the Portage Fire Department to form the Portage Department of Public Safety. Operationally, each department, Police and Fire, maintain their separate identities. Police officers do not perform duties previously done by firefighters and vice versa. However, both departments are led by a single Public Safety Director who serves as both the Police Chief and the Fire Chief.

Public Safety Administration is located in two adjacent buildings—the Public Safety Headquarters at 7810 Shaver Road and Fire Station No. 1 at 7830 Shaver Road. Police operations are solely operated from the Shaver Road headquarters facility. Fire operations are run from three stations: Fire Station No. 1 at 7830 Shaver Road, Fire Station No. 2 at 6101 Oakland Drive, and Fire Station No. 3 at 8503 Sprinkle Road.

# TABLE OF ORGANIZATION



# OFFICE OF THE DIRECTOR



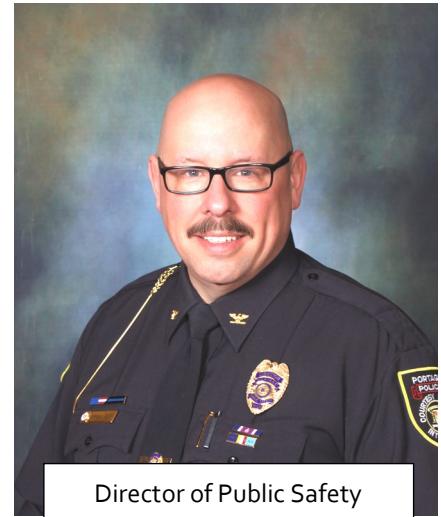
*The Office of the Director is responsible for the organization, budgeting, fiscal management, directing, and planning for the municipal Police and Fire Divisions, as well as all internal investigations. The Office of the Director is comprised of the Public Safety director, deputy director, one administrative assistant, and one part-time records clerk.*

## PUBLIC SAFETY DIRECTOR—POLICE/FIRE CHIEF

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

Director Armold joined the Portage Department of Public Safety in April of 2014 as the Senior Deputy Police Chief over Operations. Armold brought with him 25 years of experience as a police officer and firefighter, honorably serving for the City of Huntington Woods where he retired at the rank of Deputy Chief.

Director Armold earned a Bachelor Degree in Criminal Justice from Lake Superior State University and is a graduate of the 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.



Director of Public Safety  
Nicholas J. Armold

## PUBLIC SAFETY DEPUTY DIRECTOR



Deputy Director  
Daniel J. Mills

Daniel J. Mills is the Deputy Director of Public Safety. His responsibilities include assisting the Public Safety Director in directing and coordinating the administrative activities of the Police and Fire Divisions staff.

Deputy Director Mills began his career with the City of Portage in 1986 after a decorated 18-year career with the Grand Rapids Police Department. He has served in various assignments over the course of his career including patrol, criminal and civil investigation, narcotics supervisor, vice, special operations, canine, civil forfeiture, internal affairs commander, and administrative lieutenant. Mills was appointed to Deputy Director in 2021.

Deputy Director Mills is a graduate of Aquinas College where he earned a Bachelor of Arts Degree. He is also a graduate of the U. S. Department of Justice Federal Bureau of Investigations Academy, Session 234.

## ADMINISTRATIVE ASSISTANT

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

Barbara joined the City of Portage in 2011 and has been with the Department of Public Safety since 2018. She is a graduate of Kalamazoo Valley Community College where she earned an Associate's degree in Office Administration and certifications as Legal Office Assistant and Microsoft Office Specialist.



Barbara Garlow

## ADMINISTRATIVE RECORDS CLERK

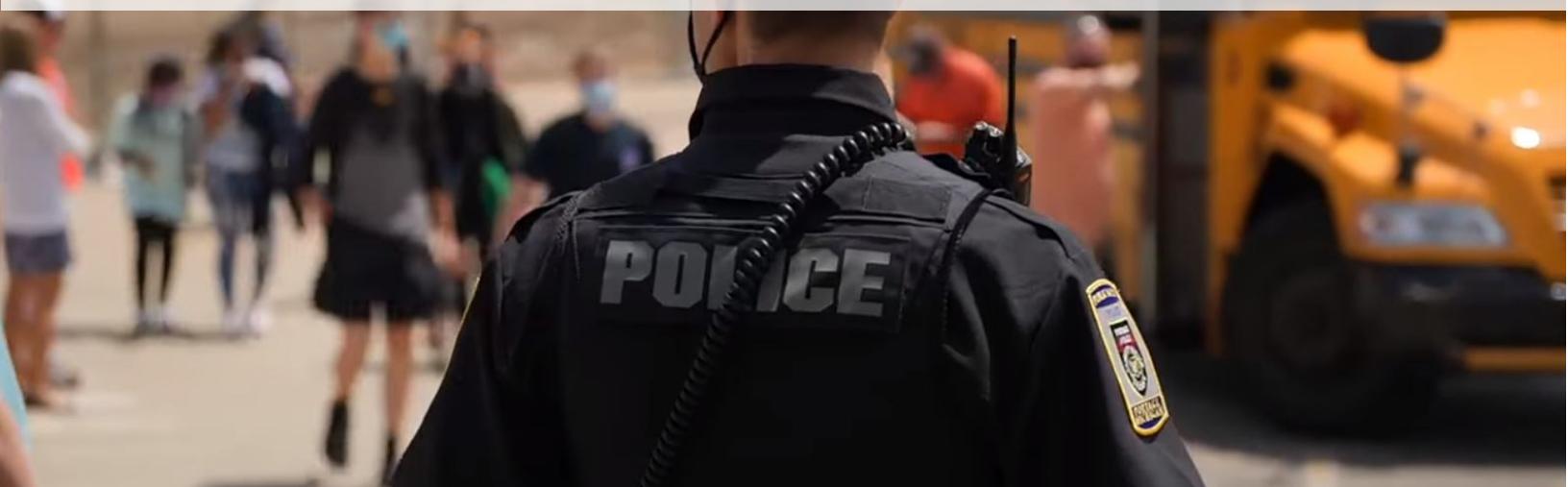
Tammy Scott-Farnsworth is the part-time Records Clerk for the Office of the Director and reports to the Administrative Assistant. Her primary responsibilities include general office work, transcription, interoffice mail distribution and assisting the Records Section as time allows.

Tammy joined the Police Division in 2013 after retiring from the U.S. Postal Service. She attended Kalamazoo Valley Community College where she earned an Associate's Degree.



Tammy  
Scott-Farnsworth

# POLICE DIVISION

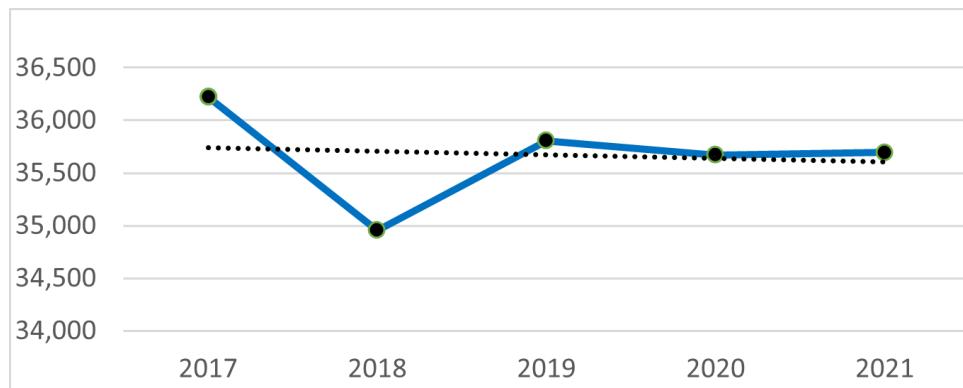


## PROFILE

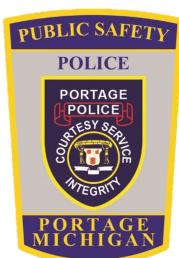
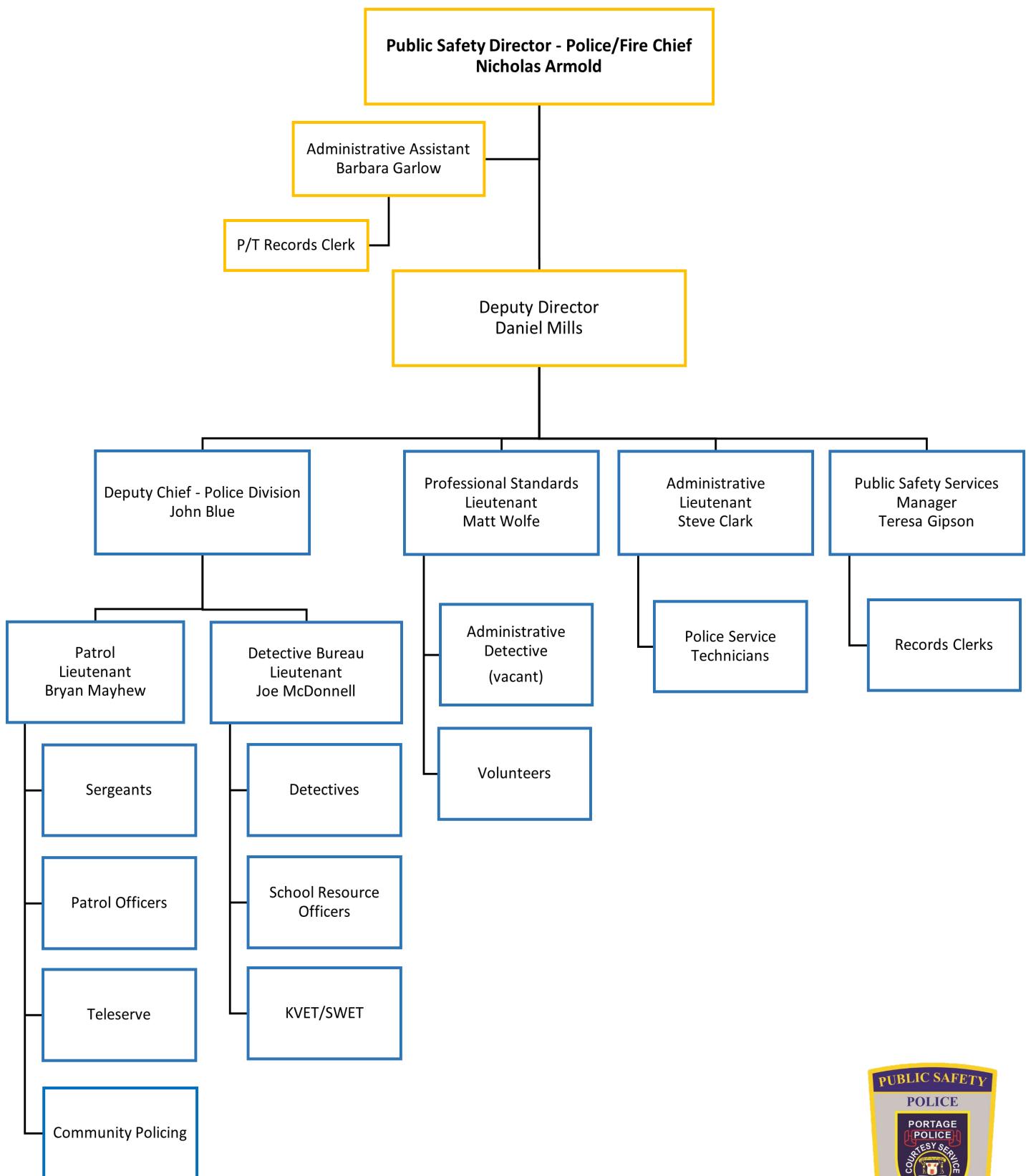
In 2021, the Police Division was authorized a total of 86 employees (78 full-time and 8 part-time). Of those 86, the division was authorized 63 full-time sworn officers and 1 part-time sworn officer. At the close of 2021, the division had successfully filled all 63 full-time and 1 part-time sworn officer positions through innovative recruiting efforts including sponsoring candidates through academy and a new lateral hiring process.

In 2021, overall police response remained about the same as that experienced over the last five years.

POLICE RESPONSE	2017	2018	2019	2020	2021	AVERAGE
	36,161	34,955	35,805	35,671	35,696	35,658



# ORGANIZATIONAL CHART



# **POLICE DIVISION 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. Accreditation Awarded

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

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

**October 2007** Electronic Citations Implemented

**August 2008** Digital Mobile Video Recording Implemented

**October 2008** Bicycle Patrol Implemented

**November 2008** Electronic Accidents Implemented

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

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

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

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

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

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

**July 2015** Motorcycle Patrols Implemented

**December 2015** Canine Program Implemented

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

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

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

**February 2018** Michigan Association of Chiefs of Police (MACP) Accreditation Received

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

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

**October 2018** Dispatch Center Decommissioned

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

**February 2021** Michigan Association of Chiefs of Police (MACP) Re-accreditation

**March 2022** C.A.L.E.A. Reaccreditation

**MISSION** The Portage Department of Public Safety—Police Division exists to serve as guardians of the peace through courtesy, service, and integrity.

**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.

**VALUES** Excellence • Professionalism • Community Partnerships • Compassion • Respect

# ADMINISTRATIVE SERVICES



Administrative Services is led by Lieutenant Steve Clark. The position is responsible for fleet maintenance, physical plant, equipment, quartermaster, contract compliance, planning and research, grant management, and the Property and Evidence area.

## PROPERTY AND EVIDENCE

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

Bar coding began in 2007 and aids in managing and auditing property in the property room. All property and evidence items submitted are also entered into a computer database. Case research is then done so final disposition of items can be determined. The Evidence Tech works with several other agencies, such as the state and area agency crime labs, where evidence items are sometimes transferred for further testing or analysis.

All property is maintained and released according to International Association for Property and Evidence (IAPE) and accreditation standards. A complete evidence and property audit is conducted at least once a year. The property room is under 24/7 surveillance and has additional security for entry. In 2021, the annual inspection of the Portage Department of Public Safety Property and Evidence had zero discrepancies noted.

In 2021, Evidence Specialist Malz logged 2,387 items into property and 1,597 items were properly disposed of in evidence; a ratio of .54 to 1. Property dispositions were achieved by returning items to their owners, sending items to auction, or destroying items of no value.



# RECORDS



Portage Public Safety Records is led by Public Safety Services Manager Teresa Gipson and is responsible for data entry and storage of all Police Division records, processing Freedom of Information Act (FOIA) requests, and state reporting of crimes, arrests, and accidents for the City of Portage. PSSM Gipson provides direct supervision over nine full-time and four part-time record clerks.

A robust 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.

2021

2,461	FOIA Requests
1,431	Accidents
7,916	Cases
1,910	Adult Arrests
97	Juvenile Arrests
959	Alarms



## DEPARTMENT TECHNOLOGY

The computer network extends to over 40 desktop computers and 20 mobile computers. An extensive computerized records management system (RMS) is maintained on a Windows platform, with numerous interfaced modules, including:

- ID Networks Live Scan
- 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.

Mobile computers are installed in all marked patrol vehicles. The technology provides the ability to see the status of all in-service units, inquiry capability into the RMS database, display information for active and pending calls for service, and LEIN/NCIC capability. Coverage extends well beyond the city limits. Wireless card access provides full network capability, providing accessibility similar to that of a desktop user.

# PROFESSIONAL STANDARDS



Professional Standards is commanded by Lieutenant Matt Wolfe and is responsible for internal affairs investigations, policy reviews, accreditation, training, inspections, volunteers, and onboarding of new officers.



## ACCREDITATION

In the agency's pursuit of excellence, the Portage Police Division continues to maintain accreditation status at both the state and national levels. The accrediting bodies, the Michigan Law Enforcement Accreditation Commission (MLEAC) and the Commission on Accreditation for Law Enforcement Agencies (CALEA), provide guidance and set rigorous standards that departments must adhere to in order to maintain its accreditation. PDPS is one of only four departments in the State of Michigan to maintain dual accreditation status. In October 2021, a virtual on-site was conducted with assessors from CALEA. PDPS was found to be in compliance with 158 standards and will receive its seventh award of accreditation in March 2022.

## INTERNAL AFFAIRS

The Portage Department of Public Safety accepts and investigates all complaints, internal or external, made against any agency employee or policy. Minor complaints are often referred back to the supervisor of the employee involved. The supervisor investigates the complaint, documents findings, and then refers the investigation back to the Office of the Director for review. More serious complaints are assigned to the Professional Standards Unit for investigation. All instances in which an officer uses force are forwarded to the unit where they are reviewed for policy compliance. Portage Police Policy and Procedural Order 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. The annual statistical summary is as follows:

<u>Category:</u>	2021	2020	2019	2018	2017
Internal Complaints	0	9	7	2	9
External Complaints	14	9	2	1	16
Supervisory Reviews	0	0	0	1	8
Internal Affairs (IA) Investigations	14	9	9	2	17
IA's Sustained	11	10	2	1	9
IA's Exonerated/Unfounded	3	8	5	2	16
IA's Policy Failure	0	0	2	0	0

<u>Complaint Type:</u>	2021	2020	2019	2018	2017
<i>Rude/Unprofessional</i>	5	2	1	0	3
<i>Insubordination</i>	0	2	0	0	2
<i>Dispatch/Policy Violation</i>	0	0	0	0	2
<i>Policy Violation</i>	3	9	6	1	4
<i>Improper Investigation</i>	0	2	0	1	1
<i>Use of Force</i>	2	4	2	1	3
<i>Other</i>	3	1	0	0	10

## USE OF FORCE ANALYSIS

The 1,915 arrests logged by the department in 2021 represented an approximate 7% increase from 2020. Of the 79 uses of force in 2021, 69 were to effect an arrest, while 10 were related to mental health calls (e.g. suicidal subjects/committals). The data shows that use of force was used on approximately 4% of all arrests made, which is consistent with that of 2020. Furthermore, males made up 90% of the use of force incidents, while females accounted for 10%. Although there were two complaints of excessive force in 2021, neither were sustained after being investigated.

An analysis of 2021 showed a 150% increase in use of force, as compared to 2020, when officers responded to suicidal subjects or those experiencing a mental health crisis. The increased number may be attributed to several factors to include the increased number of subjects requiring mental health care combined with a shortage of resources and the effect of the COVID-19 virus on the local and state health care system. The Portage Department of Public Safety continues to work in conjunction with Integrated Services of Kalamazoo to address mental health issues and assist in providing services to the citizens of Portage.

In 2021, six suspects and six officers reported injuries as a result of use of force incidents. Suspect injuries were minor and were related to Taser probe deployment, except in one case when a suspect tripped and fell on a metal pipe during a foot pursuit. Officer injuries were minor and did not require medical attention, except in one incident when an officer sustained a broken hand after a suspect fell on it while resisting arrest.

Officers continue to receive integrated use of force and decision making scenario training and receive annual use of force policy training. De-escalation training was incorporated into the physical control training conducted during the calendar year 2021.

In conclusion, internal investigations and citizen complaints were also reviewed for race, age or gender trends or patterns of the subjects involved. None were identified. The analysis did not identify any trends or patterns resulting in injury to any person including employees; or any impact of findings on policies, practices, equipment and training.

Initial Contact/ Type of Incident	2021
Traffic Stop	4
Warrant Arrest	4
Domestic Violence	12
Retail Fraud	8
Armed Robbery	2
Disturbance	7
Suspicious Person/Activity	4
Burglary	1
Larceny	2
Motor Vehicle Accident	4
Resisting/Obstructing	6
Stolen Vehicle	5
Assault	7
Runaway	1
Suicidal/Mental Health Crisis	10
PPO/Conditional Bond Violation	1
Malicious Destruction of Property	1

Location	2021
Residence	35
Business/Store	27
Outdoors/Roadway	17
Gender	
Male	71
Female	8
Age	
Under 13	0
13-17	6
18-24	18
25-35	29
Over 35	23
Mental Capacity	
Under influence alcohol/drugs	28
Suspected mental illness	17
Unknown/none identified	21

## TRAINING

In November 2021, Sergeant Michael Collier was assigned to Professional Standards and assumed the majority of all Police Division training responsibilities with an overarching goal to coordinate and schedule training opportunities which are economical and fiscally responsible. Training administration must continually develop and utilize local resources to reduce costs by eliminating travel and lodging expenses whenever possible. To further this goal, the Training administration liaisons with other departments' to develop mutual and combined local training opportunities.

Annual in-service training is provided in the areas of Firearms, Defensive Tactics, and Use of Force. In addition, varying topics are chosen and distributed to staff electronically each month, with a deadline to complete. Additional training topics typically include:

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

Training administration continues to identify individual training needs and provide opportunities for employee specialization, promotion, and job effectiveness. The department is a member of the West Michigan Criminal Justice Training Consortium. The consortium is funded by area agencies pooling annual Public Act 302 training dollar distributions, thus allowing agencies to take advantage of a wide variety of training opportunities and a valuable return on the dollars invested.

## VOLUNTEERS

Professional Standards coordinates all volunteers and volunteer activities, such as minor clerical and recordkeeping functions of the Police Division. Due to COVID-19 health and safety precautions, volunteer services were suspended in 2020 and 2021.

## PUBLIC SAFETY CHAPLAIN PROGRAM

Chaplains promote a positive relationship between officers, firefighters, City Hall, public officials, and the community. They serve as spiritual counselors, and are trained in Critical Incident Stress Management, as well as Psychological and Spiritual First Aid. Public Safety personnel can call a chaplain at any time to assist with high stress situations in the field, such as death notifications and domestic violence situations.



Portage Public Safety is served by two volunteer chaplains. Chaplain Hovenkamp joined PDPS in 2014. Due to increased need, Chaplain Smith joined PDPS in 2018.

Every year, Public Safety Chaplains donate hundreds of hours of their time working with staff, in addition to offering spiritual assistance to crime and accident victims in our community.



**Clayton Smith**

# FIELD OPERATIONS



*Field Operations is commanded by a Deputy Police Chief who is responsible for the coordination and oversight of crime prevention, daily field operations, field training and overall supervision of police officers, crime scene and accident investigation services, and special operations. Field Operations is divided into two sections: Patrol and the Detective Bureau.*

## DEPUTY CHIEF—POLICE DIVISION



Senior Deputy Chief  
John C. Blue

Deputy Police Chief John Blue coordinates the activities of the Police Division through the planning and oversight of daily law enforcement activities including patrol, criminal investigations, school liaison, crime prevention and special team assignments (county/region).

Deputy Chief Blue is responsible for ensuring that all Police Division personnel and equipment are in a state of readiness for emergency management operations. During area emergencies, he commands the police force either directly or in conjunction with the ECC, coordinating with other agencies (fire, law enforcement, etc.) as required.

Deputy Chief Blue began his career with the City of Portage in 1988 and was appointed to Deputy Police Chief of Operations in 2017. 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 a Bachelor of Science degree in 1987 and Master of Public Administration and Educational Leadership degrees from Western Michigan University in 2007. Deputy Chief Blue completed a six-month Executive Fellowship with the FBI in Washington and was assigned to the Active Shooter Initiative/Task Force.

Deputy Chief Blue sits on several committees including the Kalamazoo County Opioid Task Force and the Kalamazoo County Disaster Committee. He has also presented and instructed nationally, as well as locally at the Kalamazoo Valley Police Academy, and as Adjunct Professor at Western Michigan University.

# CRIME REPORTING DATA

	2017	2018	2019	2020	2021	% Change 2020-2021	% Change 2017-2021
<b>PART 1 OFFENSES</b>							
Murder/Non-negligent Homicide	1	2	0	2	2	0%	100%
Criminal Sexual Conduct	24	20	31	17	32	88%	33%
Robbery	15	15	14	10	20	100%	33%
Aggravated/Felonious Assault	55	73	91	81	72	-11%	31%
Arson	3	4	7	8	6	-25%	100%
Burglary	182	173	163	140	140	0%	-23%
Larceny	638	683	673	689	930	35%	46%
Motor Vehicle Theft	60	76	68	90	175	94%	192%
Retail Fraud	635	537	633	435	445	2%	-30%
<b>TOTAL PART 1</b>	<b>1,613</b>	<b>1583</b>	<b>1680</b>	<b>1472</b>	<b>1882</b>	<b>-12%</b>	<b>13%</b>
<b>PART 2 OFFENSES</b>							
Negligent Homicide	0	0	0	0	0	0%	0%
Kidnapping	2	3	2	2	2	0%	0%
Stalking	49	28	43	29	26	-10%	-47%
Extortion	0	0	0	2	0	-100%	0%
Forgery/Counterfeiting	46	84	87	61	56	-8%	22%
Fraud	369	416	364	323	355	-10%	-4%
Embezzlement	33	28	48	30	19	-37%	-42%
Recovered Stolen Property	29	21	19	13	14	8%	-56%
Malicious Damage to Property	190	173	189	175	201	15%	6%
Drug Offenses	242	228	118	88	95	8%	-61%
Obscene Material	10	1	2	2	2	0%	-80%
Weapons Offenses	27	40	20	35	56	60%	107%
Retail Fraud (misc. categories)	12	20	36	1	14	1300%	17%
Non-aggravated Assault	384	408	430	376	410	9%	7%
Illegal Entry	30	38	34	29	30	3%	0%
Bad Checks	30	36	36	35	24	-31%	-20%
Sex Offenses	27	12	21	21	17	-19%	-37%
Family Offenses	15	16	37	37	42	14%	180%
Liquor Violations	58	37	19	14	9	-36%	-84%
Hindering and Obstructing	112	114	102	106	111	5%	-1%
Obstructing Justice	680	508	280	169	188	11%	-72%
Disorderly/Public Peace	312	311	279	289	230	-20%	-26%
Hit & Run Accidents	49	55	56	51	31	-39%	-37%
Driving While Intoxicated	138	140	124	94	106	13%	-23%
Trespassing	135	153	133	173	186	8%	38%
Runaway	55	53	21	18	35	94%	-36%
Other Part 2	162	200	150	147	163	11%	1%
<b>TOTAL PART 2</b>	<b>3,196</b>	<b>3123</b>	<b>2650</b>	<b>2332</b>	<b>2422</b>	<b>4%</b>	<b>-24%</b>
<b>GRAND TOTAL OFFENSES</b>	<b>4,809</b>	<b>4705</b>	<b>4330</b>	<b>3804</b>	<b>4244</b>	<b>-12%</b>	<b>-12%</b>

# PORTAGE CRIME SUMMARY

In 2021, the Police Division responded to 35,696 calls for service, and investigated 1,822 Part 1 and 2,422 Part 2 crimes. Part 1 crimes went down 12%, however, Part 2 crimes were up 4%, compared to 2020.

The most frequently occurring crimes were: Larceny, Retail Fraud, Non-aggravated Assault, Fraud, Theft from Motor Vehicle, and Damage to Property. Of those crimes, officers arrested 1,910 adults on 2,107 charges, and 97 juveniles on 109 charges.

**Part 1** offenses are violent crimes that occur on a regular basis and are likely to be reported to law enforcement. Part 1 offenses fall into two categories: violent crimes and property crimes.

**Part 2** offenses are generally less severe in terms of the impact for society and public safety. Victims of Part II offenses may not notify police and most Part 2 offenses are considered victimless. As such, only arrests are reported for Part II crimes.

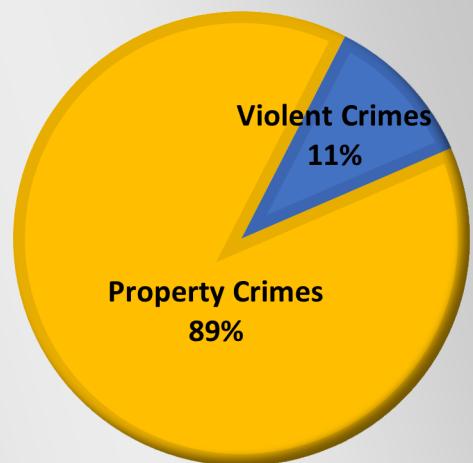
## POLICING MODEL

There are essentially two ways to police: reactive and proactive. Reactive policing involves officers simply responding to calls-for-service. Proactive policing is getting out in front of events in the hopes of preventing crimes, and working with the community to reduce crimes.

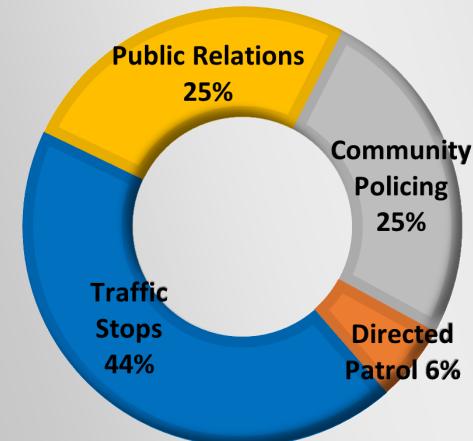
Active and successful crime prevention programs not only reduce crime and save lives, but they also reduce workload for patrol officers and detectives, and provide opportunities for positive interactions with the public.

Patrol Activity	2021
Community Policing	4,477
Directed Patrol	996
Traffic Stops	7,659
Public Relations	4,468

Portage Public Safety continues to take a proactive approach to law enforcement for our community. This style of policing has proven to deter crime, reduce disorder, reduce citizens' fear of crime, and remedy other specific citizen concerns in a given area.



*"Preventing  
crime is more  
effective than  
clearing it up  
after it has  
occurred."*



# PATROL



Patrol is commanded by Lieutenant Bryan Mayhew who reports to the Deputy Chief. His responsibilities include daily coordination of patrol officer activities, ensuring coverage to the community and efficient response to calls for police services.

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.

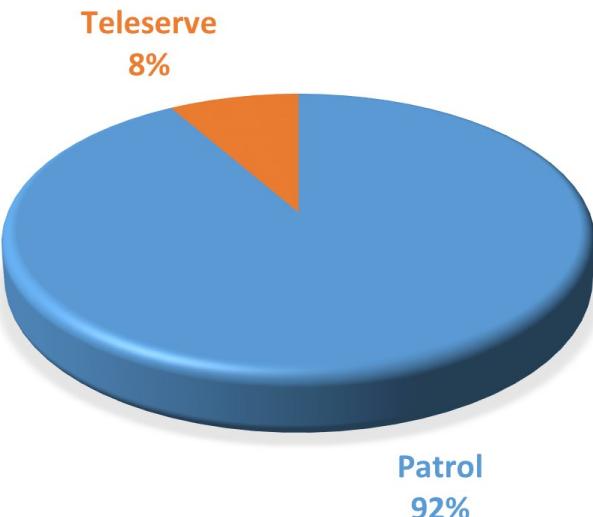
Today, the Patrol Section is comprised of two primary shifts. Each shift works in a 12-hour complimentary cycle, allowing for 24-hour coverage; a “powershift” comprised of several officers provides additional overlap coverage. Within each of the two primary shifts, officers and sergeants are further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

## TELESERVE

Individuals reporting certain crimes may make a report by telephone or internet, which eliminates the need for an officer to respond. This allows patrol officers to work more effectively on quality of life issues and directed patrol efforts.

The Teleserve Officer is a three-year assignment and selected from the patrol ranks. Officers assigned to Teleserve support the district patrol officers by investigating reports by phone, 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, process detainees, obtain warrants, assist non-sworn personnel with station duties, and various other duties as assigned by team leaders.

In 2021, Teleserve officers handled approximately 8% of the initial daily caseload and calls for service between the hours of 8:00 a.m. - 4:00 p.m. The Teleserve function allows patrol officers to focus their efforts on resolving neighborhood quality of life issues and other crime prevention activities.





## K-9 PROGRAM

The Portage Department of Public Safety established a canine program in 2016 with the introduction of K9 Officer Zorro. During his honorable tenure serving the citizens of Portage, K9 Zorro and his handler, Officer Jordan Wentworth, had numerous successful deployments, including drug detection, missing persons tracking, suspect tracking, high-risk incident support, vehicle and article searches, and criminal apprehension. On November 7, 2019, K9 Zorro passed away after encountering a sudden illness.

In February 2020, Officer Wentworth traveled to Pennsylvania where he selected and began training his new partner, K9 Officer Riggs, a Belgian Malinois/German Shepherd mix from Hungary who responds to German commands. Since the completion of Officer Rigg's initial certification, he and Officer Wentworth have been utilized on many calls for service.

In 2021, K9 Rigg's conducted over 41 deployments with successes in tracking, subject location and narcotics detection.

## CRIME SCENE UNIT

The Crime Scene Unit is a specialized team of officers trained in processing crime scenes and investigating major accidents. The team is currently comprised of six Crime Scene Technicians and three Accident Reconstructionist's. Crime Scene Technicians identify, collect, and document evidence at a crime scene. Accident Reconstructionist's are called to the scene of major traffic crash investigations to document and reconstruct elements of the crash, working jointly with Crime Scene Technicians.

A wide variety of sophisticated equipment is utilized to document, process and collect evidence, such as latent print fuming chamber, print dusting stations, alternate light source, digital cameras, FARO® 3D Laser Scanner and a crime scene processing vehicle. Crime Scene technicians are routinely called to process crime scenes, death investigations, and serious or fatal traffic crashes.

In 2021, the CSU joined with the Drone Team members to work on integration of the FARO and the drone to enhance capabilities.

In 2021, 1484 personnel hours were dedicated to processing nearly 200 crime and crash scenes, and other investigations. The team is credited with 63 identifications, of which 41 were of suspects. These identifications were made by lifting latent prints and collecting DNA at the scenes. Crime Scene Services was also instrumental in processing two complex homicide investigations.



## COMMUNITY POLICING



The Community Policing Officer (CPO) is a three-year assignment selected from the patrol ranks reports to the Patrol Lieutenant. The CPO has many diverse responsibilities and functions, including: 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 CPO is also a board member on several community groups including the Safe Kids Coalition and Project Lifesaver. The CPO also assists with coordination of city website content, social media content, and writing safety articles for media publication.

Due to the impact of the COVID-19 pandemic on personnel, the CPO program was suspended in 2020 and 2021. As staffing levels returned to sustainable levels, and the recent addition of several new officers, the CPO program was reactivated in 2022.

## DART PROGRAM

Portage launched a Data Analysis & Response Team (DART) in 2019 which has significantly changed how police patrolling occurs throughout the City of Portage. Two officers are assigned to conduct high-visibility traffic enforcement in designated “hot spot” areas of the city, areas that tend to have high occurrences of property crimes and traffic crashes in the same area. The goal of this focused enforcement is to reduce key crime categories, as well as crashes, through a more effective use of personnel resources.

Due to the impact of the COVID-19 pandemic on personnel, the DART program was suspended in 2020 and 2021. With staffing levels returning to sustainable levels, the DART program was reactivated in 2022.



## DETECTIVE BUREAU



The Detective Bureau (DB) is commanded by Lieutenant Joe McDonald and is responsible for the investigative arm of the Police Division. *The DB is comprised of five detectives, two school resource officers, and one narcotics officer who is assigned to a multi-jurisdictional task force (KVET/SWET).*

The Detective Bureau consists of plainclothes detectives tasked with conducting a broad range of investigative assignments. Portage detectives investigate, on average, 20 - 25 active cases per month.

Assignments and duties of the detectives include activities such as:

- Major case investigations (Part 1 crimes) including Homicide, Robbery, Home Invasion, Identity Theft, Financial Crimes, Auto Theft, Felonious and Aggravated Assault, Sexual Assault, Child Abuse, Elder Abuse, Vice Crimes, Narcotics, and Computer Crimes
- Fatal accident investigations
- Silent Observer tips
- Surveillance and special operations
- Solicitor permit investigations
- Crime analysis (ie: conducting data analysis to establish crime patterns and trends so resources can be focused at target areas)
- Coordination with area agencies on joint operations and task force investigations
- Background investigations
- Extradition notifications
- Processing and distributing intelligence reports

The Detective Bureau cooperates with other city, state, and federal agencies in investigating incidents, utilizing task forces or other cooperative means.



## KALAMAZOO METRO SWAT

Kalamazoo Metro Special Weapons and Tactics (SWAT) is a multi-jurisdictional team currently made up of SWAT officers from the Portage Department of Public Safety, Kalamazoo Department of Public Safety, Western Michigan University Police, Kalamazoo Township Police and the Kalamazoo County Sheriff's Department. The Kalamazoo Metro SWAT team responds to high-risk and critical incidents within Kalamazoo County and at the mutual aid request of jurisdictions within the Southwest Michigan 5th District.

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

In 2021, Portage Department of Public Safety SWAT officers, acting as part of the Kalamazoo Metro SWAT team, were utilized at 44 incidents. These incidents included high-risk arrest warrants, barricaded subjects and high-risk search warrants, among other types of operations.



## DRUG LAW ENFORCEMENT—PUNT/KVET/SWET

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

In November 2021, Portage moved the designated officer assigned to the Kalamazoo Valley Enforcement Team (KVET) to the Southwest Enforcement Team (SWET). This change expanded the officer's capabilities to a state-wide, multi-jurisdictional team. In addition to the added available resources, the assigned officer will enhance his capabilities in narcotics investigations in the Portage jurisdiction.

## SCHOOL RESOURCE OFFICERS



The Portage Department of Public Safety has provided a police officer to the Portage Public School system since 1988. The School Resource Officer (SRO) program provides two sworn officers which are assigned respectively to the two Portage high schools. These officers also have responsibilities within the three middle schools and eight elementary schools.

A School Resource Officer (CPO) is a three-year assignment and selected from the patrol ranks. 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 Portage Department of Public Safety is a member of the National Association of School Resource Officers (NASRO) and officers have also become certified as national practitioners. The National SRO Practitioner program was established as a way for NASRO, police agencies, and school districts to recognize officers who have excelled in the area of school-based policing. The program seeks to distinguish those officers who are committed to serving our nation's youth, along with the communities and schools they serve.

In 2021, SRO's assisted with several potential threat investigations. Due to their quick actions, the threats were mitigated and determined to be not substantive. SRO's continue to develop a threat assessment program at each school facility and program training will begin district-wide in 2022.

## EDUCATION FOR EMPLOYMENT and INTERNSHIPS

The Portage Department of Public Safety continues its partnership with the Kalamazoo Regional Educational Service Agency (KRESA) and universities across the state in the Education for Employment and Internship programs.

The Portage Department of Public Safety participates in the Intern/EFE program as time and resources permit. This program is designed to educate college, university and high school students about law enforcement and the criminal justice system, and encourage them to develop the skills and desire necessary to serve in a public safety capacity. Candidates for an intern/EFE student must be enrolled in an accredited college, university or high school, and be in their junior or senior year.



# PORTAGE FIRE

## PROFILE

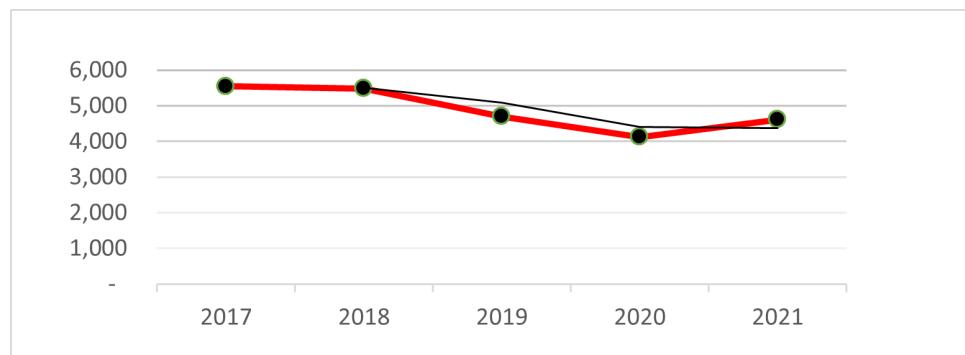
In 2021, the Fire Division was authorized a total of 70.5 employees (36 full-time and 34.5 part-time). Of those 70.5 positions, the division is authorized 35 sworn and 34 on-call firefighters. At the close of 2021, the division had filled 35 sworn and 7 on-call positions. The department continues to work with the Human Resources Department to recruit qualified on-call firefighters to fill the 27 vacancies.

The City of Portage has approximately 21,000 residential units, over 2,400 commercial properties, and a population of over 49,000. Crews respond on average to over 4,900 calls for service annually and complete over 3,000 company inspections. Rescues, including that of household medical calls, continue to result in the greatest call volume, consisting of approximately 66% of all calls for service.

In addition to responding to calls for service, the Fire Division provides over 50 public education fire prevention events for the citizens of Portage. These fire prevention programs reach nearly 8,000 adults and 10,000 children every year.

In 2021, the Fire Division responded to 4,609 calls for service. The most frequently occurring call types were Rescue/Medical and False Alarms. Overall, incident responses were up approximately 12% from those experienced in 2020.

FIRE RESPONSE	2017	2018	2019	2020	2021	AVERAGE
	5,543	5,483	4,700	4,123	4,609	4,971



## ***FIRE DIVISION 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*

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

**May 5, 1942** *First Alarm Response*

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

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

**1975** *Fire Station No. 2 Constructed on Oakland Drive*

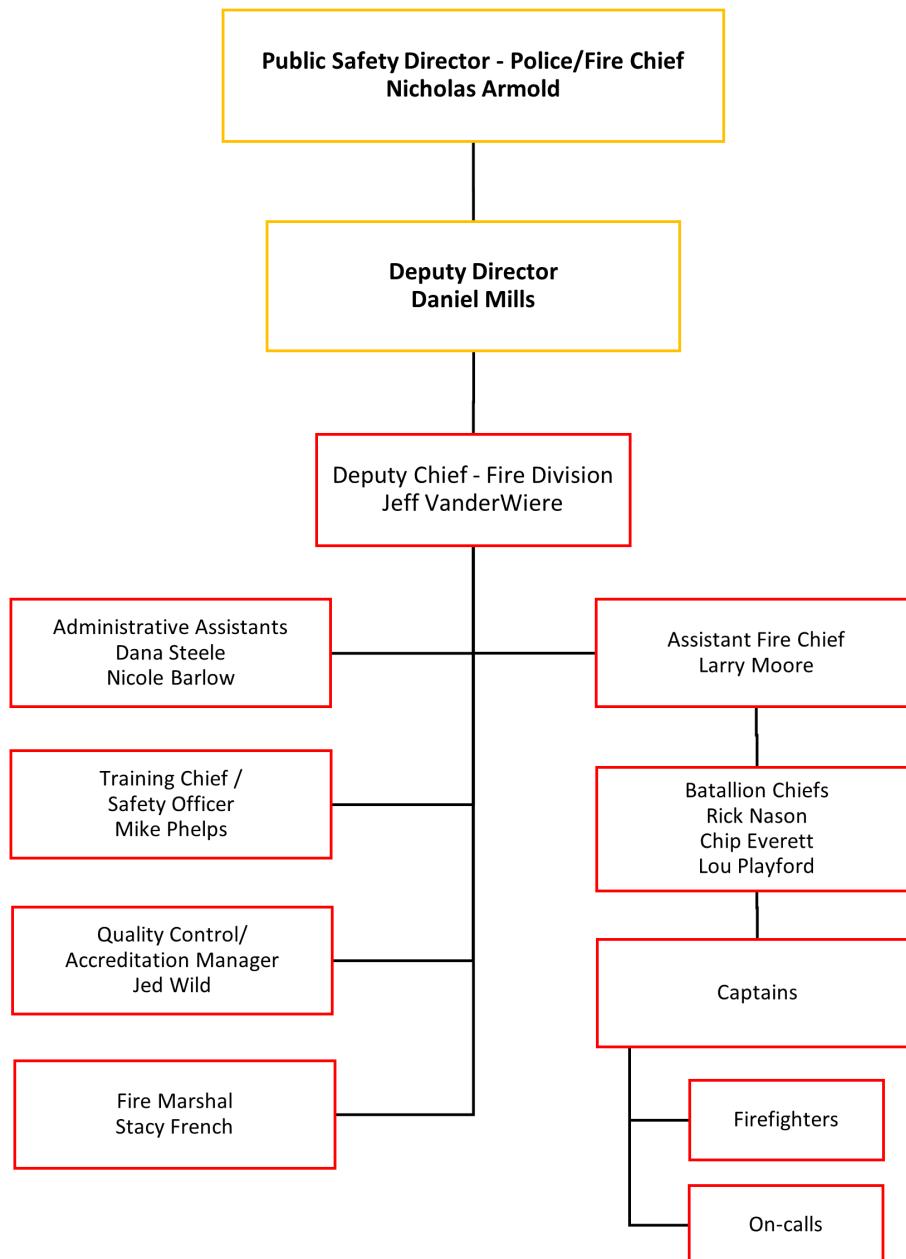
**1977** *Minimum Staffing of Seven Established by City Administration*

**1984** *Fire Station No. 1 Moved to Current Location*

**1994** *Fire Station No. 3 Constructed at Sprinkle Road*

**October 21, 2020** *New Fire Station No. 2 Dedication*

# ORGANIZATIONAL CHART



# FIRE ADMINISTRATION



*The Fire Division is commanded by a Deputy Fire Chief who is responsible for the coordination and oversight of daily activities of fire operations, fire prevention, fire investigations and inspections as they relate to both the on-call and career fire staff. The Fire Division is divided into two sections: Administration and Operations.*

Throughout 2021, several changes were implemented within the Administrative Section of the Fire Division to include the title change of the Senior Deputy Chief, movement of personnel, and revisions to job descriptions. With the resignation of the Assistant Fire Chief in January 2022, the position of Assistant Fire Chief was reclassified to a Division Chief. This change will be reflected in the 2022 Annual Report.

## DEPUTY CHIEF—FIRE DIVISION



Deputy Fire Chief  
Jeff VanderWiere

Deputy Chief VanderWiere is responsible for ensuring that all Fire Division personnel and equipment are in a state of readiness for emergency response. He administers the annual budget and capital improvements budget for the Fire Division, and reports directly to the Public Safety Director.

Deputy Chief VanderWiere began his career with the City of Portage in September 2020 as Fire Marshal, and was appointed to Deputy Fire Chief on May 23, 2021. Deputy Chief VanderWiere brings 24-years of fire service experience to the department.

Deputy Chief VanderWiere earned a bachelor's degree from Kalamazoo College and a master's degree in Public Administration from Central Michigan University. In addition to college, VanderWiere is a graduate of the Executive Fire Officer (EFO) Program at the National Fire Academy in Emmitsburg, Maryland, and has attained several professional qualifications in fire inspections, as well as building and life safety code enforcement.

## ASSISTANT FIRE CHIEF



Assistant Fire Chief  
Larry Moore

Assistant Fire Chief Larry Moore began his career with the Fire Division in 2012 as Fire Marshal and was promoted to the rank of Assistant Fire Chief in 2020.

Assistant Chief Moore is responsible for assisting the Deputy Chief with oversight of all Fire Division operations, facilities, and apparatus. He has direction supervision of the Fire Prevention Program, Training, Program and the battalion chiefs. Moore served as the Division's Accreditation Manager and assisted the division to attain CFAI Accreditation in 2016.

Assistant Chief Moore has 24 years of fire service experience. He holds an Associate's degree in Fire Science, Bachelor's degree in Public Safety Administration, and Master's degree in Organizational Leadership. Moore has also attended the National Fire Academy in Emmitsburg, Maryland.

## ADMINISTRATIVE ASSISTANT

Dana Steele joined the Fire Division in 2014. Her primary responsibilities include providing daily administrative support to the Deputy Chief, Assistant Chief, Fire Marshal, Accreditation Manager and Training Officer, while also supporting the firefighters with the processing of payroll, training requests, and purchasing requests.

Dana assists citizens and businesses of Portage by answering questions about inspections and services provided by the Fire Division. She is also responsible for scheduling all public events attended by the Fire Division, and station tours attended by members of the community.

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



Dana Steele



Nicole Barlow

## ADMINISTRATIVE ASSISTANT

Nicole Barlow joined the Fire Division in February 2020. She serves as a part-time Administrative Assistant and is primarily responsible for answering phones, assisting people at the counter, making car seat installation appointments, vehicle maintenance records, filing, and general office work as needed.

Nicole is a graduate of Ivy Tech Community College where she received her Associate's degree in Office Administration.

## MISSION

The Portage Department of Public Safety—Fire Division exists to foster a high quality of life and enhance safety in our community through compassionate care, professionalism, technical competency, and servant's heart.

## VISION

The Portage Fire Division will continually work towards providing the highest quality customer service through training, education, risk reduction and the empowerment of our team members.

## VALUES

Accountability • Honor & Respect • Communication & Teamwork • Integrity • Professionalism • Compassion

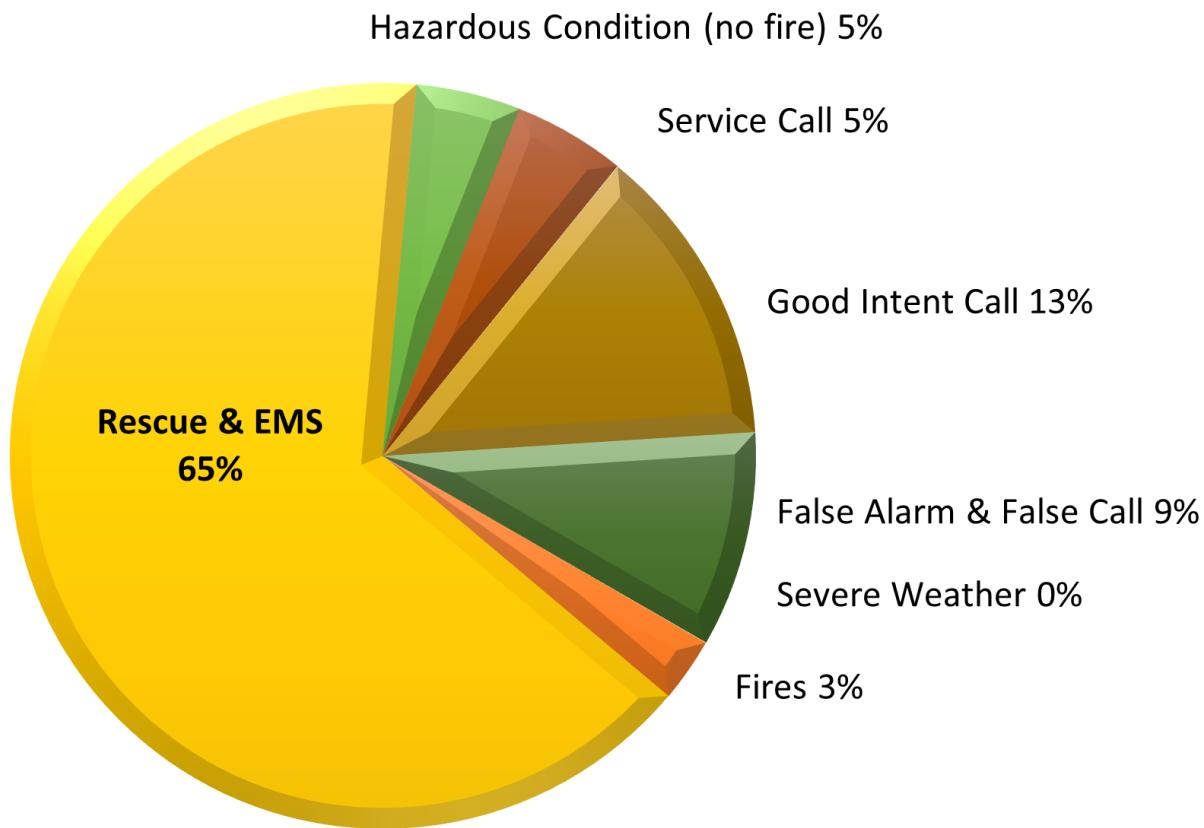
## STRATEGIC PLAN 2022-2025

In 2021, the Fire Division began development of it's three year strategic plan. This plan is built upon the foundation of the departments mission, vision and values, as well as feedback from external stakeholders such as members of the community and community interest groups, internal stakeholders such as public safety personnel, and other City of Portage Departments.

Based upon the feedback above, the Fire Division has developed five "RUNG" groups. Symbolic of rungs of a ladder in which we climb to greater heights, these rung groups focus on five core areas: **Operations, Training, Support Services, Community Risk Reduction, and Employee Wellness**. Each rung has a committee that has developed a desired outcome as well as strategies, goals and tasks to improve services within the Fire Division and to the community. In all, the Strategic Plan has developed approximately five desired outcomes, 15 strategies, 45 goals and over 175 tasks that are to be accomplished over a three year period.



# FIRE RESPONSE



Incident Type	2019	2020	2021	% Change 2020-2021
Fires	93	126	128	2%
Overpressure rupture/explosion	14	5	11	120%
Rescue & EMS	2808	2751	2996	9%
Hazardous Condition (no fire)	176	159	208	31%
Service Call	267	190	223	17%
Good Intent Call	908	505	603	19%
False Alarm & False Call	426	378	428	13%
Severe Weather	3	1	1	0%
Special Incident Type	5	12	11	-8%
Total	4,700	4,127	4,609	12%

# **EMERGENCY SERVICES**

## **Fire Suppression**

The city is serviced by three fully operational fire stations, which are staffed 24 hours a day, seven days a week. Approximately 90% of the city is equipped with fire hydrants to provide an adequate water supply. For those few areas of the city unprotected by fire hydrants, automatic tender aid from neighboring departments is in place to supply water to a fire scene. Additionally, mutual aid agreements are in place with other Kalamazoo County fire departments to provide additional support as needed or requested depending upon the type and location of an incident.

## **Emergency Medical**

The Fire Division is a medical first response agency. Emergency Medical Services (EMS) calls are prioritized by dispatchers trained in local protocols. Firefighters respond to all serious medical calls and provide initial care, generally in advance of an advanced life support ambulance. The city currently has a contract with Pride Care Ambulance.

## **Hazardous Materials Response**

The Fire Division is part of the Kalamazoo County Hazardous Materials Response Team. This team assists local fire departments located in Kalamazoo County with accidental or intentional hazardous materials incidents. The team uses specialized equipment and is comprised of specially trained personnel qualified to evaluate the situation and take the appropriate remedial action. Cleanup then becomes a job for the party responsible for the incident, using a qualified private cleanup company. The HazMat response vehicle and trailer, HAZMAT 1, are kept at Fire Station No. 2 located on Oakland Drive. This location was chosen due to its quick access to I-94, allowing it to respond at a moments notice anywhere within Kalamazoo County.

## **Technical Rescue**

“Technical Rescue” is a term 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, including:

- Rope and Tower Rescue
- Confined Space Rescue
- Structural Collapse Rescue
- Trench Rescue
- Grain Bin Rescue
- Ice/Water Rescue

The team continues to represent the City of Portage on the 5th District Technical Rescue Team. Members from throughout Kalamazoo County work on the 5th District team and are subdivided into divisions. The ‘North’ division contains members from Portage, Oshtemo Fire, Texas Township Fire, Comstock Fire, and the Kalamazoo Department of Public Safety. The 5th District Team meets quarterly for specified training.

# RESOURCES

## Fire Apparatus

The fleet currently includes four engines, two trucks, two basic life support rescue units, one command unit, one multi-purpose vehicle, and a cargo trailer carrying technical rescue equipment. Five additional four-wheel drive vehicles are maintained in order to meet the support staff and administrative functions of the Fire Division.

Emergency Vehicle Products provides certified Emergency Vehicle Technicians (EVT) to perform scheduled and unscheduled maintenance of apparatus, and assists with the annual mandatory testing of our 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 for emergency and support responses.

## Personal Protective Equipment

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

## Fire Hose

In 2021, the Fire Division tested 22,000 feet of fire hose. This year's testing process had a 5% failure rate, up from a 4% failure rate in 2020. There was one catastrophic failure.

Hose testing was completed at the new Fire Station No. 2 which has a dedicated area for repair and maintenance of hose. To expedite the testing process, two portable hose testers were utilized enabling crews to test 1,600 feet of hose at one time. Two of the three on-duty crews were utilized for each testing day. Hose testing is an extremely time and labor intensive process. The steps involved include:

1. Remove each hose from each apparatus and prepare for testing
2. Document each hose
3. Test each hose for five minutes at either 400psi for hand lines or 200psi for supply lines
4. Remove any failures and document them
5. Reload apparatus after cleaning empty hose beds
6. Roll each tested section of hose for reloading onto next apparatus for next day
7. Repair damaged hose instead of shipping to/from the manufacturer
8. Re-test repaired hose and place back in service



## STATION NO. 1

7810 Shaver Road

2021 Response: 2,055



## STATION NO. 2

6101 Oakland Drive

2021 Response: 1,581



## STATION NO. 3

8503 South Sprinkle Road

2021 Response: 973



# ACCREDITATION & QUALITY



Continuous Quality Improvement is led by Captain Jed Wild. This new position was implemented in early 2021 to assist the Deputy Fire Chief with all functions associated with managing and implementing best practices related to the Fire Division Accreditation Program. This position is responsible to manage, facilitate, and develop the agency's Standard of Cover and Strategic Plan.

Jed Wild holds a bachelor's degree in Public Administration from Sienna Heights University and an associate's degree from Kellogg Community College. Captain Wild joined Portage with over 20 years of public safety experience and has a Paramedic Instructor Coordinator license from the State of Michigan.

## CONTINUOUS QUALITY IMPROVEMENT

The Portage Fire Division is committed to continuous evaluation and improvement of the process we use to provide quality emergency care. Captain Wild is responsible for reviewing fire and EMS reports for quality, and developing ways in which the Fire Division can improve their delivery of service. He has the overall responsibility for quality assurance and quality control to ensure the goal of continuous quality improvement is achieved. Captain Wild also represents the Fire Division at local, regional and state medical control authorities and disaster preparedness committees, and assists the Training Officer with preparation and delivery of training for the department.

## ACCREDITATION



Commission on  
Fire Accreditation  
International

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 Fire Division is one of

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

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.

# FIRE TRAINING



Fire Division Training is commanded by Division Chief Mike Phelps. His primary responsibility is coordination of all training and safety programs for the division.

The annual training program covers fire suppression, emergency medical services, technical rescue, hazardous materials, and occupational safety and health. Training is provided on a weekly basis to all three shifts on the various discipline topics. In 2021, outside training opportunities were somewhat limited due to COVID-19, however, Fire Division members were able to attend a total of 73 outside trainings. A total of 3,958 hours of training were delivered in 2021.

In 2021, Division Chief Mike Phelps was tasked to determine a baseline for the Fire Division. With this identified, a training plan was developed that will enable the Division to continue to grow and still hone the necessary skills to remain proficient with their duties.

A comprehensive Training Plan was developed for the 2021-2022 fiscal year and covers the areas of Fire, EMS, Officer Development and Driver/Operator training. This is a fluid plan that allows adjustments to be made. This plan also allows our members to meet the continuing education requirements put into effect in October 2021 by the Bureau of Firefighter Training which requires firefighters to have 36 continuing education credits in three years, officers to have 12 credits in three years, and instructors to have 12 credits in three years.

In 2021, a Succession Plan was also developed to identify the courses that are deemed important for promotion to the ranks of captain and battalion chief. As a part of this plan, there is now a road map for completing courses prior to the promotional process.

## **2021 Training Goals Accomplishments:**

- Worked collaboratively with Pride Care to provide required EMS Continuing Education for each member of the department in order to maintain EMS licenses.
- Worked collaboratively with Pfizer for Fire, EMS and Confined Space trainings.
- Participated with the Kalamazoo County Fire Chiefs Association Fire Academy, as well as the Kalamazoo County Fire Chiefs Association Training Committee.
- Hosted the Medical First Responder Program for the Kalamazoo County Fire Chiefs Association.
- Coordinated a wellness/fitness program for all members.
- Coordinated physical exams for all members.





# FIRE PREVENTION



Fire Prevention is commanded by Fire Marshal Stacy French. His primary responsibilities include fire code enforcement, inspections, fire protection plan review, and fire investigation. The Fire Marshal is also the City of Portage Risk Management Administrator.

## PLAN REVIEW

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

### 2021 Plan Reviews:

- 60 Construction Site
- 126 Building
- 50 Fire Protection
- 7 Special Events

## CODE ENFORCEMENT

Enforcement of the International Fire Code, which is the adopted fire code for the City of Portage, is a critical function during planning, construction, and occupancy. Code officials are responsible for the approval of all new building sites and developments to ensure there is adequate emergency vehicle access and water supply for firefighting.

### 2021 Inspections:

- 24 Camp Fire Renewals or Permits
- 2 Fire Code Consultations
- 40 Final Occupancy Inspections
- 51 FOIA's
- 8 Fire Marshal Violation Follow-ups
- 49 Knox Box Inspections
- 18 Fire Protection Inspections
- 18 Spot Inspections
- 2 Tent or Membrane Structure Inspections

## ENGINE COMPANY INSPECTIONS



Inspections allow the department to come to the businesses on a good day, not on their worst day. Our job is to protect lives and property, and some of the simplest violations can have the biggest impact. The most obvious benefit of a fire inspection is that it provides an opportunity to educate our community on fire safety. We understand the average citizen doesn't live in our world and they may not understand or think about the importance of clearance from a sprinkler head, egress paths, or not storing items under a stairwell. It is our job to teach them, not to punish them.

In 2021, engine companies completed a total of 2,338 fire safety inspection visits to commercial and multi-family residential occupancies across Portage.

## PUBLIC EDUCATION and EVENTS

In 2021, Covid restricted how the Fire Division could interact with the public for events. Our crews were still able to participate in 53 events, reaching almost 18,000 people. Event and outreach summary:

<b><u>Event Description</u></b>	<b><u>Outreach</u></b>
• Station Tours	5 Adults, 6 Children
• School Education	297 Adults, 782 Children
• Outside PR Events	8050 Adults, 9209 Children
• Fire Division Open House	100 Adults, 150 Children
• Community Interactions	232 Adults, 230 Children
• Car Seat Installs (11) & Inspections (17)	23 Adults, 7 Children

### **Pig Out at Public Safety**

The Pig Out at Public Safety was held in August with over 800 people attending. The cooperative event with the Police Division and Parks & Recreation was delivered in a drive through style this year due to COVID precautions. This free back-to-school event provides kids with backpacks and school supplies for the upcoming school year. The event was sponsored by Honor Credit Union and free elephant ears were provided by Ibision Concessions.

### **Monster Mash**

The Monster Mash was held in October at Ramona Park, hosted by Portage Parks & Recreation. This event was well attended with over 4,400 participants, half of them being children. Fire Division personnel provided stickers and handouts from the back of Engine 1213 ...trunk-or-treat style!

### **Annual Fire Prevention Week Open House**

The annual fire prevention open house is held on the first Saturday in October. We welcomed several hundred visitors to Fire Station No. 1 with many of our fire trucks including specialty vehicles on display. Firefighters were present to speak to attendees about fire safety, demonstrate equipment, and talk about what it's like to be a firefighter. Fire safety material was also distributed to attendees.

### **Fire Prevention Puppet Shows**

In 2021, no puppet shows were provided due to Covid-19 restrictions.

## **CAR SEAT PROGRAM**

The Portage Fire Division is staffed with eight certified car seat technicians. This service ensures car seats continue to be properly secured in vehicles and children are properly restrained in the event of an accident. In 2021, the car seat program was unfortunately suspended for a large portion of the year due to Covid-19 restrictions, however, 26 car seat installations/inspections were successfully completed.

The Portage Fire Division has, and continues to, outperform every other car seat installation facility in Kalamazoo County. When learning of a parent or guardian who is in immediate need of someone to properly secure their child seat, our flexibility enables us to accommodate the install with very short notice.











# **PERSONNEL UPDATES**

## **2021**

### **NEW STAFF**

Firefighter Greg Hill  
Firefighter Brandon Hambright  
Fire Captain Jed Wild  
Police Officer Matt Martin  
Police Officer Ben Gerth  
Police Officer Ben Kimble  
Police Officer Evan Turanzas  
Police Officer Austin Garrison  
Police Officer Brent Hunstad

### **PROMOTIONS**

Deputy Fire Chief Jeff VanderWiere  
Sergeant Jermaine Bryant  
Sergeant Nick Mattson

### **RETIREMENTS**

#### **Police Officer Joseph Whisman**

*Hired August 26, 1991  
Retired March 31, 2021*

#### **Detective Randy Dylhoff**

*Hired October 12, 1982  
Retired January 14, 2021*



# **ANNUAL AWARDS**

## **2021**

On September 2, 2021, awards were presented to department employees based on recommendations from their peers for recognizing personal performance, achievement and/or actions which enhance the image of the department, the public safety profession and the community for the year prior.

### **EMPLOYEE OF THE YEAR**

*Fire Division Sworn*

*Police Division Sworn*

*Police Division Non-sworn*

*Firefighter Brian Klok*

*Police Officer Brannon Pierman*

*Patrol Courier Aki Nearchou*

### **LIFESAVING AWARD**

*Firefighter Arik Abdullah*

*Battalion Chief Chip Wellman*

*Captain Jared Hambright*

*Firefighter Nick Haverkamp*

*Firefighter Chris Hoyt*

*Firefighter Rob Leatherman*

*Firefighter Jacob Mahoney*

*On-Call Firefighter Matthew Miles*

*Firefighter Tom O'Reilly*

*Battalion Chief Lou Playford*

*Captain Steve Tanner*

*Firefighter Josh VanOverbeek*

*Captain Jeremy Vermeer*

### **LETTER OF COMMENDATION**

*Sergeant Michael Collier*

*Detective Dereck Hess*

*Detective Trevor Patterson*

*Detective Bryan Taffee*

*Police Officer John Zesiger*

*Police Officer John Maney*

*Police Officer Brannon Pierman*

*Fire Captain Derek Dunn*

*On-Call Firefighter Matthew Miles*

*On-Call Firefighter Austin Herndon*

### **UNIT CITATION**

*Sergeant Craig Begeman*

*Sergeant Jermaine Bryant*

*Police Officer Kevin Burleson*

*Sergeant Ron Clark*

*Police Officer Sydnie Cooper*

*Sergeant Kyle Doster*

*Police Officer Carlin Gabrielli*

*Detective Dereck Hess*

*Police Officer Mike Kline*

*Detective James Lord*

*Police Officer Brandon McMillan*

*Detective James Myers*

*Police Officer Michael Schumacher*

*Detective Nate Slavin*

*Police Officer Jessica Smith*

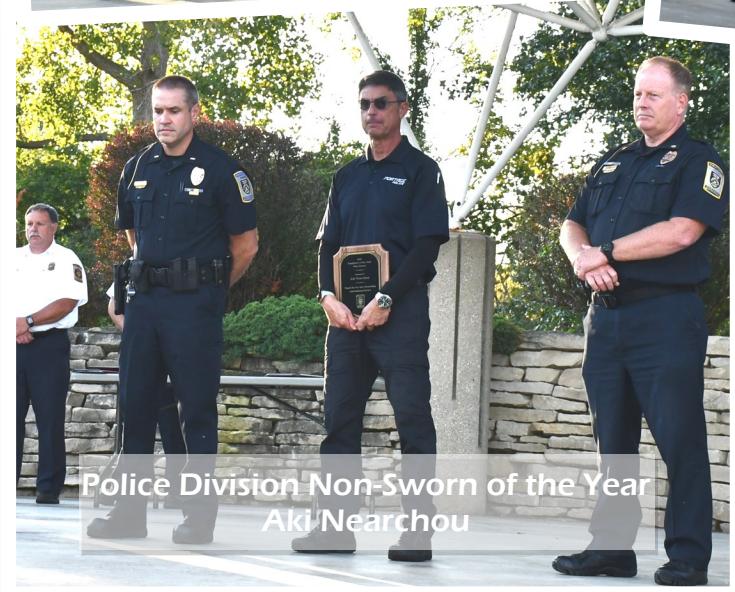
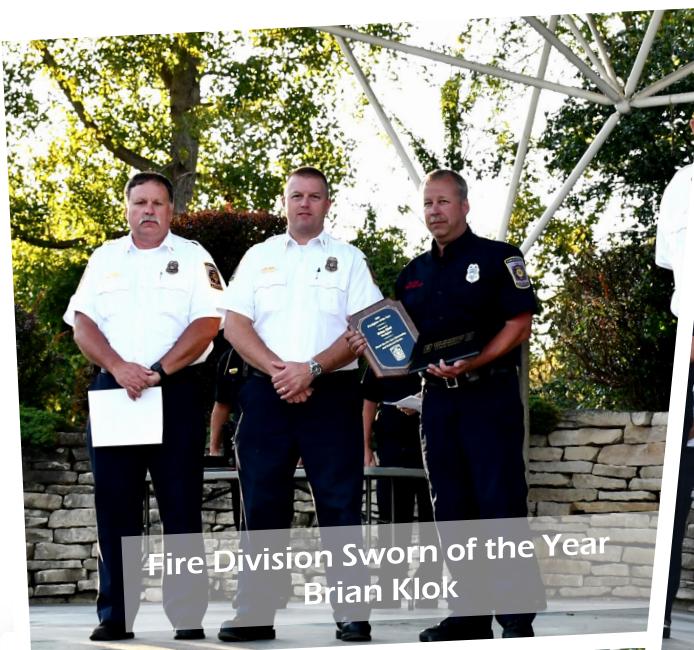
*Police Officer Brett Stapert*

*Detective Bryan Taffee*

*Police Officer Matt Tomsic*

*Police Officer Derek VanPortfliet*

*Police Officer Scott Vereeke*



# STAFF ROSTER

## 2021

### FIRE DIVISION—CAREER

ABDULLAH Arik  
CAMPBELL, Andy  
CHASE, Aaron  
DUNN, Derek  
EVERETT, Chip  
FACE, George  
FRENCH, Stacy  
GRAHAM, Bill  
HAMBRIGHT, Jared  
HAVERKAMP, Nick  
HAWKEY, Kevin  
HILL, Greg  
HOLLISTER, Clay  
HOYT, Christopher  
KLOK, Brian  
LEATHERMAN, Robert  
MAHONEY, Jacob  
MANDERS, Harrison  
MCCOY, Mark  
MILLER, Mike  
MOORE, Larry  
NASON, Rick  
O'REILLY, Tom  
PHELPS, Mike  
PLAYFORD, Lou  
TANNER, Steve  
TOEPFER, Andy  
VANOVERBEEK, Josh  
VANDERWIERE, Jeff  
VERMEER, Jeremy  
WALL, Greg  
WELLMAN, Chip  
WELNIAK, Brad  
WILD, Jed  
WNUK, Jake

### FIRE DIVISION—PAID ON-CALL

COX, Alex  
HARPER, Tyler  
HERNDON, Austin  
MILES, Matthew  
PETERSON, Tim  
QUEZADA, Paul  
RILEY, Debora  
*\*SCOTT, Robert*

### POLICE DIVISION—SWORN

ALLEN, Chris  
ALLEN, Levi  
ARMOLD, Nicholas  
BARKER, David  
BEGEMAN, Craig  
BENNETT, Zach  
BLUE, John  
BOGARD, Scott  
BOURBEAU, Matthew  
BRYANT, Jermaine  
BURKE, Gregory  
BURLESON, Kevin  
CLARK, Ronald  
CLARK, Steven  
COLLIER, Michael  
COOPER, Sydnie  
CUTSHAW, Jessica  
DELEEUW, Dale  
DMOCH, Adam  
DOSTER, Kyle  
*\*DYLHOFF, Randy*  
GABRIELLI, Carlin  
GARRISON, Austin  
GERTH, Benjamin  
GIBSON, Robert  
GLEESING, Kevin  
*\*HAM, Aaron*  
HAMBRIGHT, Brandon  
HESS, Dereck  
HOUSER, Daniel  
KIMBLE, Benjamin  
KITE, Henry  
KLINE, Michael  
KUHARIK, Aaron  
LORD, James  
MANEY II, John  
MARTIN, Matthew  
MATTSON, Nicholas  
*\*MAY, Thomas*  
MAYHEW, Bryan  
MCDONNELL, Joe  
MCMILLAN, Brandon  
*\*MEYERS, Bradley*  
MILLS, Dan  
MORGAN, Lynley  
*\*MYERS, James*  
PIERMAN, Brannon

REYNHOUT, Brent  
REISGRAF, Alex  
SCHUMACHER, Michael  
SLAVIN, Nathan  
SMITH, Jessica  
STAPERT, Brett  
*\*TACKETT, Andrea*  
TAFFEE, Bryan  
TOMSIC, Matthew  
TURANZAS, Evan  
VANPORTFLIET, Derek  
*\*VEREEKE, Scott*  
VESEY, Eric  
WALL, Brandon  
WENTWORTH, Jordan  
*\*WHISMAN, Joseph*  
WOLFE, Matthew  
ZESIGER, John

### CIVILIAN STAFF

ARENA, Traci  
BARLOW, Nicole  
EFFENDI, Fareen  
EVANS, Jenny  
FOLEY, Danielle  
GALICIA, Paolo "Vito"  
GARLOW, Barbara  
GIPSON, Teresa  
GRAY, Sandra  
HERSON, Shanna  
LACKEY, Brenda  
LARETZ, Jan  
MALZ, Diane  
NEARCHOU, Aki  
PROLO, Sarah  
*\*ROBERTS, Kelly*  
SCOTT-FARNSWORTH, Tammy  
STEELE, Dana  
SWAFFORD, Jamie  
TRUMAN, Jacqueline  
VLIER, Megan

### VOLUNTEER CHAPLAINS

HOVENKAMP, Ken  
SMITH, Clayton

*\*Retirement or Separation*

# ***FREQUENTLY CALLED NUMBERS***

CITY CLERK .....	329-4511
CITY MANAGER .....	329-4400
COMMUNITY DEVELOPMENT (CODE ENFORCEMENT).....	329-4466
DISTRICT COURT .....	384-8171
DISTRICT LIBRARY .....	329-4544
FINANCE (TAX AND BILLING INFORMATION).....	329-4455
<b>FIRE DIVISION .....</b>	<b>329-4487</b>
FIRE MARSHAL .....	548-4058
FIRE TRAINING OFFICER .....	329-4483
PARKS AND RECREATION .....	329-4522
<b>POLICE, FIRE OR MEDICAL EMERGENCY .....</b>	<b>9-1-1</b>
<i>Kalamazoo County Consolidated Dispatch Authority (KCCDA)</i>	
KCCDA ( <i>non-emergency</i> ).....	488-8911
<b>POLICE DIVISION</b>	
INFORMATION CENTER .....	329-4567
PATROL SERGEANTS.....	329-4566
RECORDS .....	329-4568
COMMUNITY POLICING .....	324-9255
PUBLIC WORKS.....	329-4444
SENIOR CITIZEN SERVICES .....	329-4555
TRANSPORTATION & UTILITIES .....	329-4422

