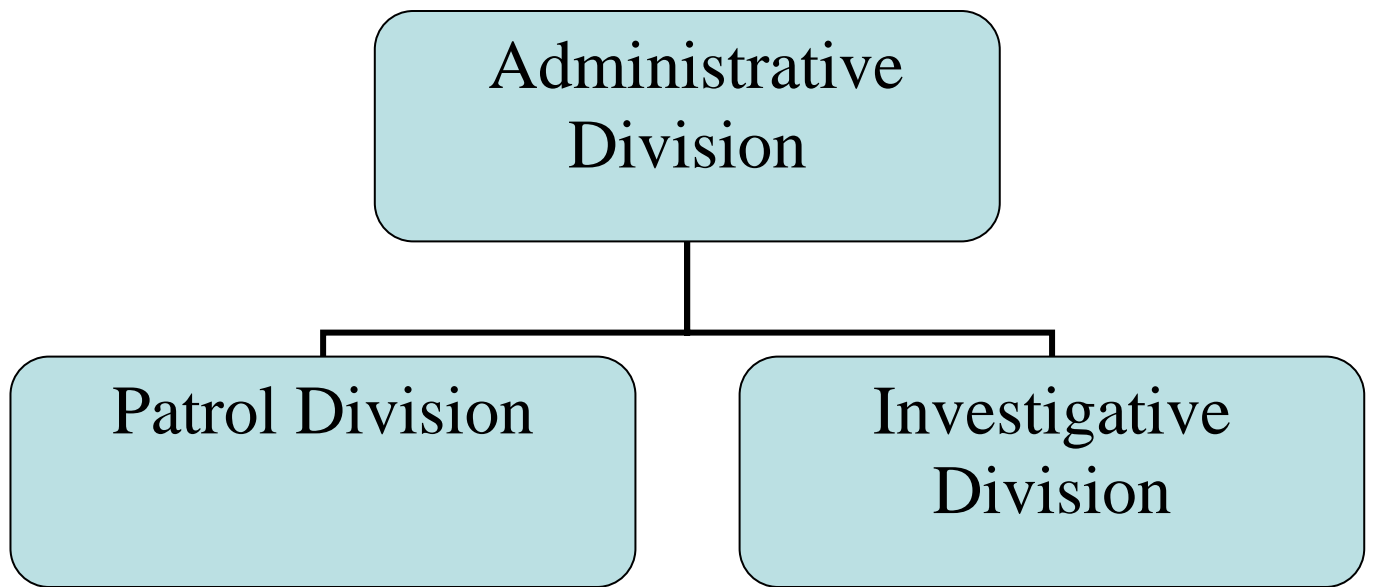


POLICE DEPARTMENT – BASIC STRUCTURE



POLICE DEPARTMENT

Administrative Division

EXECUTIVE SUMMARY

The Administrative Division consists of the Chief's Office and the Mayor's Liaison Officer. It also contains the Critical Incident and Community Support Unit (CICSU). The CICSU is under the supervision of one Executive Lieutenant and one Sergeant.

Under the umbrella of the CICSU is the Driver's License Bureau, the East Border Crime Initiative, the West Border Crime Initiative, the Accident Investigation Bureau, Special Events Coordinator, SWAT Team, Bomb Squad, Emergency Management Coordinator, the Crisis Negotiation Team, and the Ordinance Enforcement Unit.

The Ordinance Enforcement Unit includes Motor Carrier, Animal Control and Parking Enforcement operations. Each of these units is individually staffed and provides specific duties related to their area of responsibility. All members of these units remain flexible in assignment and handle a vast array of specialized and administrative assignments.

The CICSU provides a mobile, flexible and uniquely skilled force to address Critical Incidents and a variety of community and law enforcement needs.

By consolidating our major Critical Incident response assets under one chain of command, our department now has an enhanced capability to select, train, plan, direct and deploy these assets timely and effectively. The coordination of these assets is a major goal of the command staff and will continue to be reviewed and refined.

The Community Support function of the unit is addressed on a continual basis by several of our members as a normal course of their duties. This unit now has the capability to address unique situations with a sizable response force in order to rapidly resolve the situation and enhance the quality of life for our citizens.

CHIEF'S OFFICE

- Manages the development and implementation of department goals, policies and priorities.
- Assumes management responsibility for all department services and activities.
- Monitors and evaluates the efficiency and effectiveness of services delivered.
- Acts as official departmental representative to other City departments, elected officials and outside agencies.
- Confers with citizens and City officials on law enforcement issues.
- Responds to media inquires on police issues and policies

Current Staffing: 1 Chief of Police, 1 F/T Clerical

MAYOR'S LIAISON OFFICER

- Provide security for the Mayor and plan advance work according to his schedule
- Provide security for City Hall complex
- Handle citizen complaints
- Attend Neighborhood Association meetings
- Attend weekly public service meetings
- Coordinate Clean-Up parades

Current Staffing: 1 Corporal

NON-CORE SERVICES

DRIVER'S LICENSE BUREAU

- Issue new operator licenses
 - 842 issued
- Renew operator licenses
 - 2792 issued
- Duplicate or corrected operator licenses
 - 962 issued
- Register voters
 - 1397 registered
- City identification cards
 - 1107 issued
- Reinstatements/Records/Checks
 - 222 issued

Current Staffing: 2 P/T Department Associate

Critical Incident and Community Support Unit

EAST BORDER CRIME INITIATIVE (EBCI)

- The EBCI was established in 2010. The goal of the unit is to deter crime through high visibility directed patrols, traffic enforcement and arrests. The strategy behind this goal is the belief that criminals are highly mobile and crimes can be prevented through enforcement of traffic laws and arrests resulting from such enforcement.
- Establish liaison with bordering jurisdictions, county, state and federal law enforcement agencies.
- Some members of the unit have been deputized by the ATF. This partnership allows members of the unit to investigate and federally prosecute subjects responsible for crimes that occur in the City of Dearborn.
- EBCI made 4,897 traffic stops, searched 1,376 vehicles, impounded 371 vehicles, wrote 3,598 tickets and had zero citizen complaints. EBCI made 675 misdemeanor arrests and 208 felony arrests.

Current Staffing: 1 Sergeant, 4 Corporals

WEST BORDER CRIME INITIATIVE (WBCI)

- The WBCI was established in January of 2012. The goal of the unit (like the EBCI) is to deter crime through high visibility directed patrols, traffic enforcement and arrests. The strategy behind this goal is the belief that criminals are highly mobile and crimes can be prevented through enforcement of traffic laws and arrests resulting from such enforcement.
- Establish liaison with bordering jurisdictions, county, state and federal law enforcement agencies.
- Members of the unit have been deputized by the ATF. This partnership allows members of the unit to investigate and federally prosecute subjects responsible for crimes that occur in the City of Dearborn.
- Since its inception, the WBCI impounded 236 vehicles, wrote 2,575 tickets and had zero citizen complaints. WBCI has made 560 misdemeanor arrests and 206 felony arrests.

Current Staffing: 1 Sergeant, 4 Corporals

ACCIDENT INVESTIGATION BUREAU

- The Accident Investigation Bureau investigates all fatal and critical injury crashes. The unit tracks traffic crash trends and provides the police department with this information to effectively direct traffic enforcement duties. .
- The AIB investigated 2 fatal accidents, 589 injury accidents, and 2,559 property damage accidents.
- The AIB administers all grant funded traffic safety programs.
- The officers assigned to this unit are trained in traffic crash reconstruction.

Current Staffing: 1 Sergeant, 2 Corporals

SPECIAL EVENTS – M.L.C.C.

- Coordination, staffing, and police response to all special events.
 - Coordinated and staffed over 110 Special Events.
- Liaison to other city departments assisting with special event management.
- Ensures compliance with licensing requirements for those businesses holding or applying for certification through the Michigan Liquor Control Commission (MLCC).
 - Maintained police oversight of 80 on-premise liquor licenses and 33 off-premise liquor licenses city-wide.

Current Staffing: 1 Corporal

NON-CORE SERVICES

ORDINANCE- MOTOR CARRIER UNIT

- The Motor Carrier Unit provides the city with commercial vehicle enforcement as well as vital assistance with special events and administrative details.
- Citations issued: 2,195

Current Staffing: 3 F/T Ordinance Officers

ORDINANCE-ANIMAL CONTROL

- The Animal Control officers handle a wide range of animal related complaints and have specialized training and certification to perform their assigned duties.
- Citations issued: 1,376

Current Staffing: 3 P/T Ordinance Officers

ORDINANCE-PARKING ENFORCEMENT

- The Parking Enforcement officers are assigned to the Ordinance Unit and fall under the supervision of the Patrol Division. These officers provide parking enforcement on all city streets and the paid parking system which includes parking lots and city parking structures.
- Citations issued: 20,089

Current Staffing: 11 P/T Ordinance Officers

SWAT

- The SWAT Team is a part-time team whereby the members volunteer for this function in addition to their regular police duties. SWAT personnel train as a unit once a month and are on call for service 24 hours a day, 7 days a week, 365 days a year at no extra cost to the City.
- SWAT is utilized for high risk warrants and when an incident escalates into a protracted situation with a threat of violence.
- The unit consists of 16 officers and 3 supervisors.

BOMB SQUAD

- The Bomb Squad is a team of specially trained officers available to respond to any number of incidents involving real or suspected explosive devices.
- Bomb Squad personnel are on call for service 24 hours a day, 7 days a week, 365 days a year at no extra cost to the City.
- During 2012 the team had 8 call outs as well as provided assistance at 10 special events.
- The unit consists of 4 officers and 1 supervisor.

COMMUNITY PREPAREDNESS & EMERGENCY MANAGEMENT

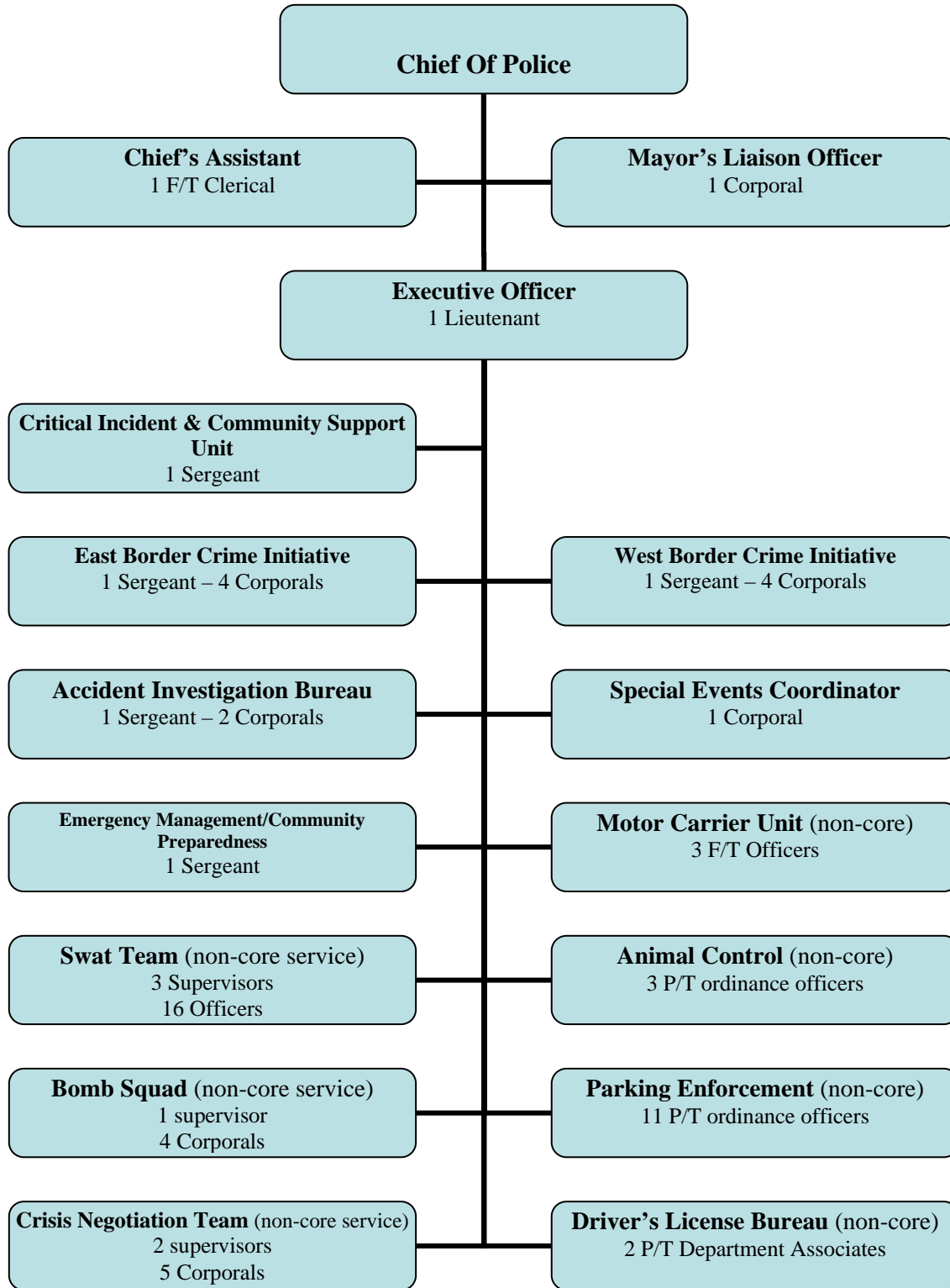
- Assists the Emergency Management Coordinator
- Develops and directs local multi-agency response to emergencies within the city.
- Provides for coordinated emergency assistance to victims of local disasters.
- Seeks grant funding to procure adequate response equipment while limiting budgetary impact.
- Coordinates efforts of the local CERT Team.
 - CERT membership is up to 225.

Current Staffing: 1 Sergeant

CRISIS NEGOTIATION TEAM (CNT)

- This unit is strictly a part time task performed in addition to the officers' full time assignment.
- The purpose of this unit is to provide trained specialists during critical incidents to effectively negotiate with individuals posing a threat to innocent civilians, police officers, themselves, or the general public, and attempt to resolve these situations with the minimum loss of life or property. These situations shall include barricaded gunmen, hostage taking, persons threatening suicide and mentally deranged or emotionally unstable individuals.
- The unit consists of two Sergeants, and five Corporals.

Administrative Division



Police Department

PATROL DIVISION

EXECUTIVE SUMMARY

The Patrol Division is the largest and certainly the most visible Division of the Police Department. It consists of 112 sworn Police Officers, which are broken down into 82 corporals and officers, 11 recruit officers and 19 Supervisors. This manpower represents 60% of the Police Department. The Patrol Division also consists of 18 Dispatchers and the Building Services and Fleet Management supervisor.

The Division consists of two primary platoons working 2 shifts (Day Shift and Night Shift) with two teams in each platoon. Both shifts are staffed with well trained uniformed officers that perform preventative patrol, law/traffic enforcement operations, immediate citizen assistance and emergency response twenty-four hours a day. These highly professional officers of the Patrol Division engage in proactive visible patrol operations on the streets and in the business centers throughout the City.

CORE SERVICES

PATROL PLATOONS I & II

- The two platoons of the Patrol Division provide the essential first line response to the citizens of our community 24 hours a day.
- 67,619 total numbers of Calls for Service in 2012.
- 14,744 case reports completed.
- 15,284 citations issued.
- 7,948 arrests.

Current Staffing: 1 Commander, 1 Executive Lieutenant, 1 Staff Lieutenant, 2 Shift Lieutenants, 14 Sergeants, 93 Officers

EVIDENCE TECHNICIANS

- Evidence Technicians process crime scenes and gather evidence for the purpose of identifying and prosecuting those responsible for criminal activity.
- Current staffing: 20 Officers
- 1,359 crime scenes were processed.

FIELD TRAINING OFFICERS

- The Field Training Officers are an essential element in our organizations goal to properly train and monitor newly hired officers and to insure that our new officers perform to the established high standards of this department.
- Current staffing: 30 Officers

DISPATCH OPERATIONS CENTER

- Prompt, professional response to all emergency "911" service calls,
- Essential information gathering and dispatch of first responders to all police and fire emergencies city-wide.
- Provides dispatching for non emergencies.
- Municipal radio communications system.
- LEIN Operations
 - In 2012 handled approximately 150,000 phone calls including 83,902 on 911.

Current Staffing: 1 Lieutenant, 6 Dispatch Supervisors, 12 Dispatchers

JAIL/LOCK-UP

- The Jail/Lock-up is currently staffed by two officers on a 24 hour basis. The jail serves as a temporary, short term holding facility for those arrested or otherwise detained within the city limits. Our jail is also used to house prisoners for the Immigrations Customs Enforcement department as a satellite facility for Calhoun County Sheriffs Department.
- Prisoners housed/processed in 2012: 5,231
- Prisoners housed in 2012 for Calhoun County: 1,489

CANINE UNIT

- These dogs, along with their highly trained handlers, provide critical assistance to the officers assigned to both the Patrol and Investigative Divisions.
- Current staffing: 3 handlers, 3 dogs, and 1 supervisor.
- In 2012, the team made 32 arrests, 10 building searches, 78 vehicle searches, 31 tracks, \$142,260 seized locally, 9 demonstrations, and 12 outside agency assists.

BUILDING SERVICES – FLEET MANAGEMENT

- Coordinates and schedules repairs to all identified building deficiencies to ensure a clean, safe public facility.
- Coordinates and manages all departmental capital improvement projects
- Member of the Facility Advisory Board.
- Responsible for department's fleet management, to include acquisition, equipping, and disposition of department vehicles and equipment.
- Member of the Fleet Advisory Board.

Current Staffing: 1 Sergeant

CUSTODIANS

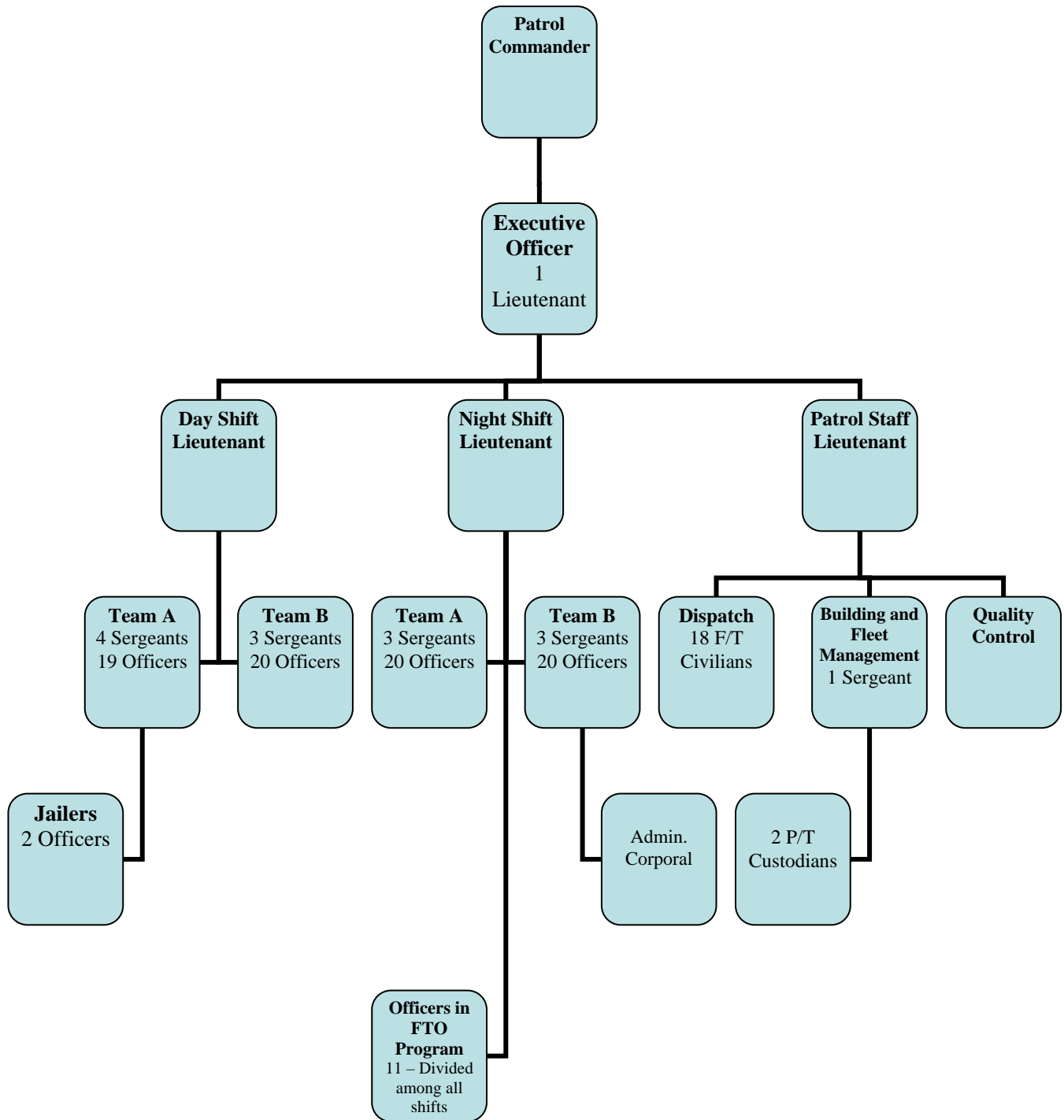
- General cleanliness of public and private areas of Police Station.

Current Staffing: 3 P/T Custodians

DIVISIONAL CHALLENGES

- Maintaining proper staffing throughout the Patrol Division.
- Development of new strategies to lower crime and opportunity for crime.
- Increase public confidence, cooperation, and unity

Patrol Division



Police Department

INVESTIGATIVE DIVISION

EXECUTIVE SUMMARY

The Investigative Division includes all departmental activities involving criminal investigations, to include; The Detective Bureau, Special Operations (surveillance), Narcotics Bureau, Crime Lab, Youth Bureau, and the School Resource Officer program. The Division also includes; Training and Development, a Polygraph operator, Information and Technology, Records, the Property Room, and an Intelligence officer that serves as a liaison between local and federal law enforcement agencies. The division provides a centralized source to investigate criminal activity from a proactive as well as reactive approach. Our mission, capabilities and technical services require us to work closely with other local Law Enforcement Agencies as well as agencies at the County, State and Federal level.

The environment with which this division works is always advancing in today's fast paced society. The division prides itself with remaining state-of-the-art in both technical equipment and the training of personnel.

COMMAND STAFF

- The Investigative Division is supervised by 1 Commander, 1 Executive Lieutenant and 3 Lieutenants.

DETECTIVE BUREAU

- The Detective Bureau investigated 2794 cases in 2012.
- Detectives obtained felony warrants in 351 cases.
- The Detective Bureau is structured into investigative teams. Each investigative team consists of 1 Sergeant and 2 Corporals. An additional Corporal serves as an intelligence liaison officer providing support to the entire division.

Current Staffing: 5 Sergeants, 11 Corporals

YOUTH BUREAU

- The Youth Bureau consists of School Resource Officers and Investigators.
- Youth Bureau investigators handled 653 cases in 2012.
- In 2012, School Resource Officers (SRO) issued 273 Uniform Law Citations. They completed 178 crime reports, issued over 2316 warnings, conducted 72 specialized classes, and handled 93 special school events.

Current Staffing: 1 Sergeant, 6 Corporals

CRIME LAB

- The Crime Lab personnel have specialized training in fingerprint analysis and in the collection/handling of crime scene evidence. One Corporal assigned to the Investigative Division is trained as a sketch artist. The officer is on call when needed.
- The Crime Lab handled 1,408 cases this year. This includes 420 cases in which evidence was processed, 75 firearm cases, and 28 outside agency requests for fingerprint processing and AFIS entries.
- Both Sergeants and the Investigative Corporal are certified A.F.I.S. operators and are qualified experts in fingerprint analysis. In 2012, 175 fingerprints were entered into A.F.I.S. which resulted in 67 fingerprint hits and 40 other identifications were made from suspect and elimination fingerprint cards.

Current Staffing: 2 Sergeants, 1 Corporal

NARCOTICS

- In 2012, the local Narcotics officers processed 1163 narcotic related cases, conducted 57 Search Warrants and seized approximately \$100,000 in U.S. Currency.
- Two of these Corporals are assigned to DEA task forces and one Corporal is assigned to an FBI drug task force.

Current Staffing: 1 Sergeant, 7 Corporals

SPECIAL OPERATIONS

- The Special Operations Bureau consists of seven corporals and one sergeant. One of the corporals has been assigned to the U.S. Marshal's Violent Crime Task Force and another corporal has been assigned to the FBI's Joint Terrorism Task Force (JTTF).
- This unit is responsible for identifying pattern crime and targeting crimes in progress. The unit works hand in hand with the Detective Bureau and supplements road patrol. One corporal is also assigned the additional duties of Auto Theft investigation.
- Special Operations made 131 arrests in 2012. These arrests included 25 for Robbery, 15 for Home Invasion, 48 for Larceny/Fraud, and 4 for Homicide. The arrests for Home Invasion were down, however, the amount of Home Invasions committed during the year were also down. Many of the suspects arrested were responsible for numerous Home Invasions in and around the Dearborn area. The local unit has also assisted the U.S. Federal Marshals Unit on numerous occasions which has led to the apprehension of dozens of fugitives (not included in the arrest totals). In addition, the Special Operations Corporal assigned to the Auto theft Unit recovered 47 stolen vehicles, valued at approximately \$758,000.

Current Staffing: 1 Sergeant, 7 Corporals

TRAINING & DEVELOPMENT OFFICE

- Develops schedules, coordinates and facilitates the essential classroom, field and firearms training of sworn officers.
 - Employees were sent to various schools in which they received a total of 16,223 hours of training
 - Conducted training for Ordinance Enforcement Officers, reserve Police Officers, Fairlane Town Center Security, Park Rangers, Oakwood Hospital, and U of M Dearborn Security personnel.
- Recruitment of personnel
 - Coordinated hiring and training of (11) new Police Officers
- Community Policing

- Neighborhood Watch
- MCOLES State Licensing
- Grants
- Police Reserves/Explorer Scouts/Interns
 - The Reserve Officer Unit is comprised of (35) members who provided 3,427 hours of service this year.
 - The Explorer Post 1177 is comprised of (37) members who worked (47) details, and (52) meetings for a total of 13,000 hours of service.
 - The part-time Police Interns worked 3,509 hours.

Current Staffing: 1 Sergeant, 3 Corporals, 1 F/T Clerical

RECORDS & INFORMATION BUREAU

- Capturing, cataloging, and archiving of police records and incident data.
- CLEMIS Records System
- Suspect/Booking Records
- Fingerprint Services
- Permits and Licensing
- Freedom of Information Requests

Current Staffing: 1 Sergeant, 3 F/T Clerical, 3 P/T Clerical

BUREAU OF INFORMATION & TECHNOLOGY

- Coordination, installation, maintenance and updating of both hardware and software applications throughout the police headquarters building.
- Mobile Data Terminals
- Desk top computers
- CLEMIS applications
- Field Based Reporting
- Picture Link, WebLEIN and station security systems.

Current Staffing: 2 Corporals

PROPERTY ROOM

- In-house collection, cataloging, storage and security of all evidence as well as confiscated, found and abandoned property.
- Ordering, receiving and storage of all supplies and equipment necessary to carry out the police function.
- Works in conjunction with the custodial personnel to ensure a clean and safe public facility.

Current Staffing: 1 F/T Clerical, 1 P/T Clerical

CIVILIAN SECRETARIES

- The Investigative Division currently has one part time civilian secretary assigned to the Detective Bureau.

Current Staffing: 1 P/T Clerical

NON-CORE SERVICES

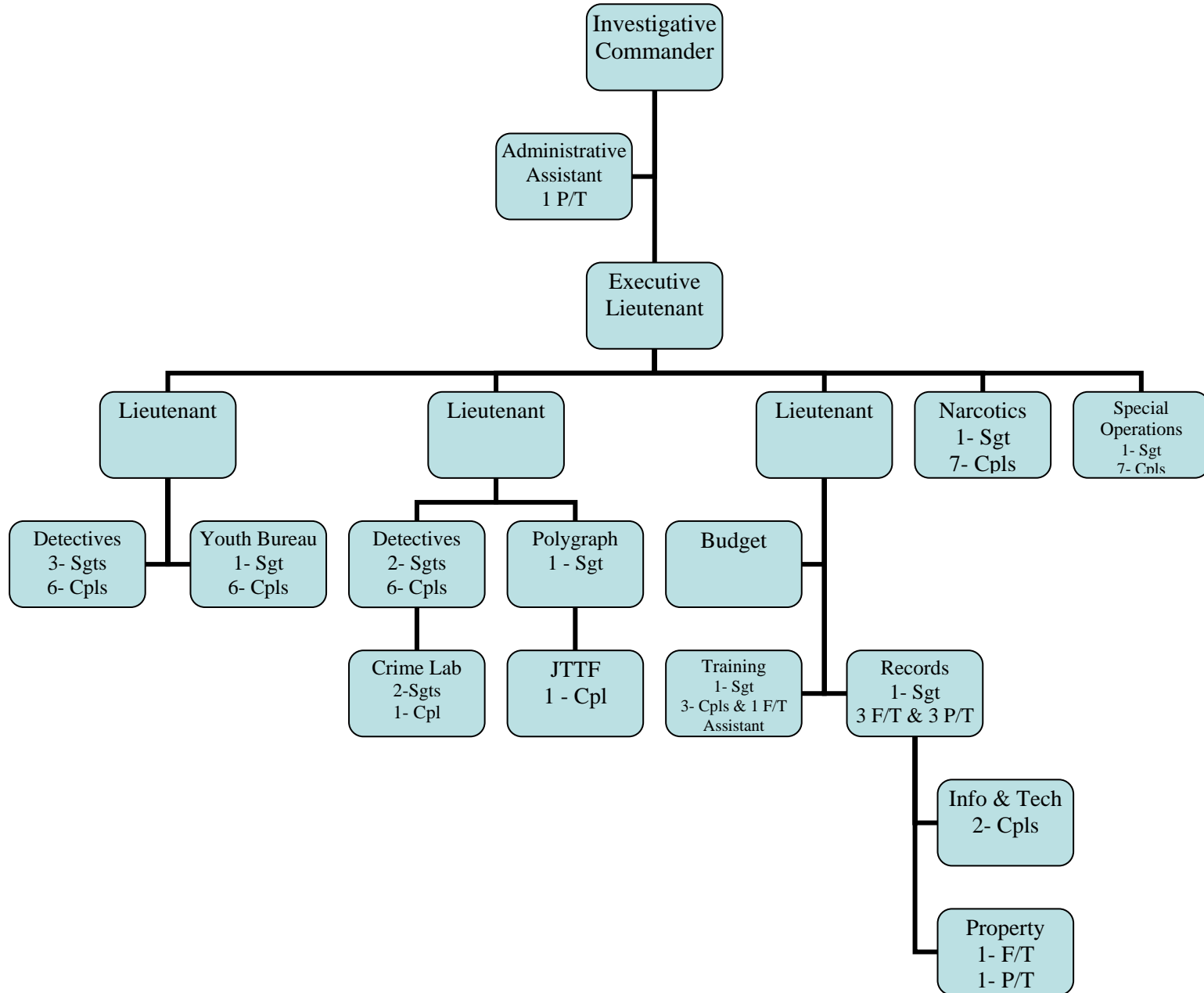
POLYGRAPH OPERATOR

- The Polygraph Unit is currently staffed by one Sergeant. The unit is overseen by a Lieutenant. This is an investigative tool that has proven to save countless man-hours and provides for a more efficient and effective investigation.
- The Polygraph Unit conducted 126 forensic polygraph examinations.

JOINT TERRORISM TASK FORCE (JTTF)

- One corporal is assigned to the FBI JTTF task force.
- Under the required federal MOU for this assignment this task force supplies our officer a vehicle, a phone, and reimbursement for overtime.

Investigative Division



DEARBORN POLICE DEPARTMENT

