



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: January 31, 2024
RE: Agenda Item Topic: **Updated Public Safety SOPs**
General Ledger #: N/A
Number of Supporting Documents: 2
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve the following updated Hamburg Township Public Safety Standard Operating Procedures: SOP# 200-07: *Firefighter Training Standards* and SOP# 300-04: *General Rules of Conduct*.

Background

The attached amended Public Safety SOPs are being submitted to the Board for review and approval. The changes in the SOPs are highlighted (new language in green, language to be deleted in red).

Respectfully,

A handwritten signature in cursive script, appearing to read "Richard Duffany".

Chief Richard Duffany
Director of Public Safety

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Firefighter Training Standards			No. 200-07
Distribution: FIRE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: SOP 200-07 (08/22/2022)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

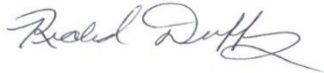
The purpose of this policy is to establish training standards for members of Hamburg Township Fire in order to ensure that they are properly trained to effectively respond to all incidents.

II. PROCEDURES

- A. ~~Participating in 75% or greater of all department weekly, regularly scheduled training is the standard.~~ All firefighters shall participate in a minimum of 75% of all department, weekly regularly-scheduled training per quarter. In order to maintain your training percentage, some training may be made up through the Duty Captain while on shift (at the discretion of the Training Officer or Duty Captain).
- B. All operations personnel are required to complete all annual training (100%) as follows:
1. CPR/AED
 2. Blood borne Pathogens
 3. SCBA Orientation
 - a. Don and Doffing
 - b. Inspection
 - c. Search and Rescue
 4. Safety
 5. Right to Know
 6. Emergency Vehicle Driver Training
 - a. Classroom review
 - b. Apparatus Driving/Rodeo
 7. Lockout/Tagout
 8. Haz-Mat Refresher
 9. Policy Review
 - a. Department SOPs
 - b. WLMCA Protocol Review
 10. Roadway Safety
 11. Equipment Orientation
 - a. Medical
 - b. Fire

- C. Online Training
 - 1. Firefighters are required to complete all Vector Solutions online training sessions that are assigned to them quarterly.
 - 2. All required online training of any nature shall be conducted while on shift, unless prior authorization is obtained from the Training Officer.
- D. If any personnel are unable to attend a required training session they must:
 - 1. Notify a shift Captain or training officer prior to the training.
 - 2. Make up the missed training.
- E. All training activities MUST be authorized through the department Training Officer.
- F. No training will be scheduled, attended or conducted on Township-recognized holidays, unless prior authorization is obtained by the Deputy Director.
- G. If any personnel fails to comply with this required training policy, they may have their classification changed in accordance with MIOSHA regulations & department policy.

Issued by:



Richard Duffany
Director of Public Safety

Approved by the Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: General Rules of Conduct (Police)			No. 300-04
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: SOP 300-04 (10/12/22)	MLEAC Standard(s): 1.1.1 (d & e), 1.5.1, 1.5.2
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to define departmental expectations for personal behavior on duty and off duty.

II. POLICY

The Hamburg Township Public Safety Department expects its personnel to maintain high standards of appearance and conduct. The public similarly expects such high standards. Police officers wield considerable power over the citizenry, power that is carefully circumscribed by state and federal law, and ultimately, by the Constitution and Bill of Rights. Our powers to arrest, seize property, and interfere, at times, with the lives of citizens constitute a public trust. We can help insure that we regard this trust as vital by exemplary performance in our jobs. Performance is not enough: we must always conduct ourselves in an exemplary fashion.

III. MISSION

The mission of the department is to protect life and property, preserve the peace, prevent crime, aggressively pursue violators of the law and enhance the quality of life of the residents of Hamburg Township. To accomplish this mission, the members of this department will work in cooperation with the community and other law enforcement agencies in a manner which reflects the highest degree of integrity and professionalism.

IV. COMMUNITY POLICING PHILOSOPHY

The department strongly embraces a philosophy of being actively involved in our community. We believe that the best way to address the needs of the community and provide exceptional police service is to form a close working relationship with the residents, schools and businesses of Hamburg Township. By working closely with our community and fostering open communication, we desire to instill the confidence and trust of our residents that our officers will provide high-quality police service and maintain Hamburg Township as a safe place to live, work and visit.

V. **LAW ENFORCEMENT CODE OF ETHICS**

All members of the Hamburg Township Police, sworn and non-sworn, shall acknowledge and adhere to this code of ethics.

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

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

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

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

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

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

The department will provide all personnel updated and continued ethics training at least once every three years.

VI. GENERAL DUTIES

A. Knowledge of Rules

It is the duty of every member to know the rules, regulations, and operational procedures of the department.

B. Performance of Duties

1. Members shall at all times take appropriate action to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, and enforce all federal, state and local laws and ordinances within departmental jurisdiction.
2. Members shall carry out their duties and responsibilities in an attentive and thorough manner and shall not neglect to properly perform any of their duties or responsibilities
3. Members shall be competent in the performance of their duties and shall possess the requisite knowledge and skill needed to carry out their duties in a satisfactory and professional manner.

C. Duty

1. Members of the department will report for duty at the time and place specified by their assignment or orders and complete the number of hours on duty required by their assignment. Official notifications (i.e., subpoenas, hearings, etc.) shall constitute an order to report for duty.
2. Members of the department, while on duty, will remain alert and awake, unencumbered by alcoholic beverages, prescription drugs, marijuana, illegal controlled substances, or conflicts arising from off-duty employment.
3. Members of the department, while on duty, will not engage in any activity or personal business which would cause them to neglect their duty.
4. Officers on duty shall identify themselves to any person requesting an officer's name, rank, and badge number, except when the withholding of such information is necessary for the performance of police duties or properly authorized.
5. Members shall submit all necessary reports on time and in accordance with established departmental procedures. Reports submitted by members

shall be truthful and complete. No member shall knowingly enter or cause to be entered any inaccurate, false, or improper information.

6. While on duty, officers must carry department identification with them at all times. In addition, members shall carry a valid driver's license when operating a vehicle in an on-duty status.
7. In carrying out the performance of their duties, each member shall:
 - a. Maintain command of temper and patience;
 - b. Exercise appropriate discretion;
 - c. Refrain from coarse, boisterous, profane or disrespectful language;
 - d. Demonstrate empathy towards all persons seeking police assistance;
 - e. Act in a manner that reflects a professional image upon the member and the department.

D. Responsibility of Off-Duty Officers

1. Members of the department are required to conduct themselves at all times, including while off duty, in a manner which reflects the highest degree of integrity and which is consistent with the mission of the police department. Members will be held strictly accountable for off-duty conduct which disparages or harms the reputation/image of the department or another member or which is contrary to the stated mission of the department.
2. Under law, both on-duty and off-duty law enforcement officers of this department have peace officer authority within this jurisdiction. Off-duty law enforcement officers of this department will give first consideration to allowing appropriate action to be taken by on-duty officer's before taking other appropriate action.

E. Obedience to laws, Ordinances, Rules, Regulations

Members of the department will obey all federal and state laws. They will also obey all laws and ordinances of any local jurisdiction in which they are present. Members will obey all rules, regulations, directives, and orders as may be issued by the department.

F. Oath and Swearing

Prior to appointment to a sworn position, personnel must give assurance of fidelity by taking an oath of allegiance/office to enforce the law and uphold the United States and State of Michigan Constitutions. The Oath and Swearing will be administered by the Township Clerk.

G. Duty to Report Misconduct or Dereliction of Duty

1. Violation of the law, or the department's orders, rules, regulations, and operational procedures, by any member of the department undermines the ability of the department to deliver service to the community. Such behavior can damage credibility and respect, and in some cases, can endanger the lives of citizens and members.
2. Members having knowledge of another member violating the law will report such knowledge to the Director of Public Safety. Members having knowledge of another member violating the department orders, rules, regulation or procedures, shall report such knowledge to a supervisor.

H. Compliance with Orders

1. All department members will comply with verbal or written orders issued by supervisors. This will include any lawful orders relayed from a supervisor or a senior officer by a member of the same or lesser rank.
2. Failure or deliberate refusal to comply with a lawfully given order, ridiculing or criticizing a superior officer or their orders (whether in or out of their presence) or being openly defiant or insolent toward a superior officer constitutes insubordination.

I. Conflicting or Illegal Orders

1. Members who are given an otherwise proper order, which is in conflict with a previous order, rule, or regulation, shall respectfully inform the member issuing the order of the conflict. This should not be done in a loud tone nor in the presence or hearing of the public or an inmate. If the member issuing the order does not alter or retract the conflicting order, the order shall stand. Members shall obey the conflicting order and shall not be held responsible for disobedience of the order previously issued.
2. Members shall not obey any order which they reasonably believe should require them to commit any illegal act. If in doubt as to the legality of the order, members shall request a clarification of the order or confer with higher authority.

J. Issuance of Orders

1. Unless the situation warrants, supervisors will not knowingly or willfully issue any order in violation of any law or ordinance or of any rule, regulation, general or special order of the department.
2. It shall be incumbent upon all supervisors to express themselves

adequately so that no incorrect assumptions may be made on what is or is not expected of subordinates.

K. False or Misleading Statements

1. A member must speak the truth at all times and under all circumstances. No member shall willfully depart from the truth in a statement, report, or any other type of communication whether verbally or in writing.
2. It shall be a violation for a member to provide inaccurate or misleading information in any statement, communication or report (whether verbally or in writing). It is also a violation for members to knowingly omit any material fact or pertinent piece of information in any statement, communication or report of any kind.

L. Citizen Complaints

Members shall courteously and promptly respond to any complaints made by a citizen against any member of the department. Members shall follow established departmental procedures as outlined in Public Safety SOP #100-13: *Citizen Complaint Procedure*, and all members are obligated to explain to inquiring citizens the complaint procedure.

M. Evidence

Property or evidence which has been discovered, gathered or received in connection with departmental responsibilities will be processed in accordance with departmental procedures. Members shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with or withhold any property or evidence in connection with an investigation or other action, except in accordance with departmental procedures.

N. Use of Force - General

Officers shall use only the minimum force necessary to accomplish a legitimate purpose. Officers shall exhaust all reasonable means of apprehension and control within their abilities before resorting to the use of deadly force. Further guidelines concerning the use of force are outlined in the Public Safety SOP #300-25: *Use of Force*.

O. Use of Firearms and Weapons

Officers shall not use, handle, or carry firearms or weapons in a careless or imprudent manner. Officers shall use firearms and weapons only in accordance with the law and departmental procedures.

P. Custody of Prisoners

Members charged with the custody of prisoners shall observe all current laws and departmental operational procedures regarding care, custody, and transportation of prisoners.

Q. Meaningful Reviews

1. Meaningful reviews shall be conducted by a supervisor on all incidents involving use of force, vehicle pursuits, foot pursuits, traffic crashes that involve department vehicles, job-related injuries and any other matter as directed by the Director of Public Safety.
2. A meaningful review for purposes of this policy includes a review of any and all written reports, body-worn camera footage and in-car video footage. If necessary, interviews of witnesses and involved officers shall also be conducted.
3. Supervisors shall review the incident to determine whether:
 - a. policy changes are necessary;
 - b. training should be amended or added;
 - c. equipment should be changed, altered, or procured;
 - d. violations of policy occurred.

VII. GENERAL CONDUCT

A. Respect

1. Members of the department shall treat their co-workers, subordinates and associates with respect and shall be courteous and civil at all times in their relationship with each other.
2. Members shall not gossip or speak negatively about another member's personal character or conduct which is detrimental to such member.
3. Members shall be respectful toward superior ranking officers and shall refrain from any disrespectful speech or acts against them, whether in their presence or not.
4. When on duty and in the presence of the public or other law enforcement agencies, members shall be addressed or referred to by rank or title.

B. Civil Rights

Members will not discriminate against any person because of their national origin, color, creed, sex, religious beliefs, age, or life styles. All members shall take care to observe and respect the civil rights of others, as the term "civil rights" is commonly understood.

C. Courtesy

Members will address their associates or members of the general public courteously, and will not use abusive, violent, argumentative, insulting, or provoking language which could be deemed insulting to any person or group.

D. Cowardice

An officer will not display cowardice in the line of duty or in any situation where the public or another officer might be subjected to physical danger. Unless actually incapacitated themselves, officers will aid, assist, and protect fellow officers in time of danger or under conditions where danger might reasonably be impending.

E. Misuse of Position

1. Members will not at any time use or attempt to use their official position, badge or credentials for personal or financial gain or advantage.
2. Members shall only present or display their department credentials in conjunction with official departmental business.
3. In the discharge of members' duties under the law and rules of this department, some decisions must necessarily be left to the discretion and sound judgment of the individual member, nevertheless, members may be required to answer for abuse of authority or discretion.

F. Conduct Unbecoming

Members shall conduct themselves at all times, both on duty and off duty, in such a manner as not to discredit the department. Conduct unbecoming of a member shall include that which brings the department into disrepute or reflects discredit upon the member, or that which impairs the operational efficiency of the department.

G. Gifts, Gratuities, Rewards

Members will not accept or solicit either directly or indirectly any gift, gratuity, loan, reward, or fee or any other thing of value arising from or offered because of

their department employment, except lawful salary and that authorized by the Director of Public Safety.

H. Memberships

No member of the department shall be a member of any organization which advocates the violent overthrow of the government of the United States, the State of Michigan or any unit of local government, or participate in any organization which has a purpose, aim, objective or any practices which are contrary to the obligations of an officer under these rules and regulations.

I. Associations

Members shall avoid fraternization and/or cohabitation with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the department for involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable due to family relationships with the member.

J. Political Activity

1. Members of the department may neither use their Township position for any political purpose nor engage in any political activities while on duty. Banned political activities while on duty include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property or distributing political materials.
2. Members of the department will not be discriminated against as a result of their political affiliation.

K. Physical Fitness for Duty

All members of the department are expected to take reasonable steps to maintain good physical condition in order to cope with the demands of the profession. Physical injuries or health problems which would limit ability should be reported to a supervisor.

L. Contact Information

Members of the department shall keep up-to-date contact information with the department which includes home address and phone number. Members shall notify the Director of Public Safety within 24 hours of any changes to their home address or phone number.

M. Leave

1. Members of the department will not be absent from duty without first obtaining permission from a supervisor, except as provided in Sub-paragraph 2, below.
2. Members of the Department will, in situations requiring emergency leave or sick leave, notify a supervisor of the circumstances as soon as possible.

N. Information

1. Members of the department will not communicate to any person not an employee of this department any information concerning operations, activities or matters of departmental business, the release of which is prohibited by law or which may have an adverse impact on the department operations.
2. Members will communicate promptly to a supervisor, information regarding tips on crimes or criminal activity or other relevant law enforcement information which may come into their possession.

O. Public Appearances

Members receiving a request to make a public presentation or appearance, or publish an article concerning their duties, shall obtain permission from the Director of Public Safety/designee. The department wishes no interference with the First Amendment rights of members; however, the department reserves the right to authorize appearances or writings that represent the department.

P. Use of Alcohol

1. Members of the department will not drink any alcoholic beverage while on duty.
2. Members of the department will not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever or with an odor of intoxicants on their breath.
3. In the event of an emergency recall, each individual officer must determine fitness for duty if alcohol has been consumed. A supervisor will be consulted and asked to confirm or deny, as appropriate, the officer's judgment in the matter. No adverse actions will be taken if, in an emergency recall, the officer believes himself or herself to be incapacitated for duty, says so, or is told so by a supervisor, before actually going on duty.

Q. Use of Drugs

1. Members of the department are strictly prohibited from using any illegal drug/controlled substance or any form of marijuana under any circumstances (medicinal or recreational) while on duty or off duty.
2. Members using any prescribed drug or any other medication that could possibly induce impairment of their performance of duties will notify a supervisor.

R. Use of Tobacco

1. Officers of the department, while on-duty, will not use tobacco while engaged in traffic control, on an investigation, or while otherwise in direct contact with the public.
2. Members of the department will not use tobacco in any building or vehicle owned or occupied by Hamburg Township, except as otherwise specified.

S. Property and Equipment

1. Members of the department will be responsible for the proper care and the use of department property and equipment assigned to or used by them and will promptly report to a supervisor any loss, damage, destruction or defect therein.
2. Members will not temporarily or permanently convert any department property to their own personal use or the use of any other person.
3. When a member of the department terminates employment, all issued equipment will be returned by the effective termination date. Failure to return all items of department property may result in legal action.
4. Members of the department will have as a part of their issued equipment a copy of the policy and procedures, and will maintain and make appropriate changes or inserts as directed.
5. Each member of the department will be issued a department identification card and shall carry their identification card at all times while on duty. Lost or stolen cards shall be immediately reported to a supervisor.

T. Reporting Arrests, Court Actions, Job-Related Interviews

1. Members of the department will immediately report to a supervisor any arrests or court actions that may reflect upon the department.

2. Members who receive requests for interviews and/or depositions relating to the department, from persons or agencies outside the department (attorneys, insurance companies, etc), shall notify a supervisor. The supervisor may witness the interview unless it is of a private nature.

U. Money Expenditures

1. There will be no expenditures of money or financial obligations incurred in the name of the department by any member without permission from the Director of Public Safety/designee.
2. No member shall imply or accept financial liability for loss or damage on behalf of the department. Any inquiries concerning financial liability will be referred to the Director of Public Safety/designee.

V. Payment of Debts

Members shall keep their financial affairs in good order and under control.

W. Resignations

A member must provide, to the Director, at least two weeks written notice of his or her intent to resign.

X. Personal Appearance and Grooming

1. Members of the department will be neat, clean, well-groomed and present a professional appearance.
2. Officers shall wear and maintain uniform, clothing and will abide by the department hair and appearance standards in accordance with Public Safety SOP #300-53: *Officer Uniform and Appearance*.
3. Civilian members of the department shall wear attire in keeping with their duties and responsibilities in accordance with previously established standards.
4. The only exception to this section shall be officers assigned to undercover work, where appearance alterations are necessary to fit a role being assumed. Such deviations in appearance and dress shall be authorized by a supervisor.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.