



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: August 29, 2024
RE: Agenda Item Topic: **Police Lieutenant Eligibility List**
General Ledger #: N/A
Number of Supporting Documents: 1
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve the establishment of a Police Lieutenant promotional eligibility list.
- Motion to approve Hamburg Township Public Safety SOP# 400-14: *Police Lieutenant Job Description*.

Background

From an administrative standpoint, the police department has gone through some significant changes over the past year. Much of this change is the result of our department's pursuit and obtainment of state accreditation. New software programs and procedures have been implemented with regard to scheduling, payroll and training. In addition to the extensive department requirements brought on by accreditation, a significant change in police officer licensing requirements also took effect this year. Because these new state-mandated licensing requirements for all police officers are inextricably intertwined with accreditation standards, this additional workload has been taken on by the current Administrative Sergeant position.

To illustrate, all department scheduling is now handled by the Administrative Sergeant and managed through the PowerTime software. This includes the scheduling of shifts, shift overtime, boat patrol details, Lakelands Trail details and special events for all officers, administrative assistants and park rangers. It also includes the processing of all time off requests for officers. This change was instituted to address significant issues with consistency of scheduling and to ensure proper documentation for accreditation. This had previously been handled on an ad hoc basis by various supervisors.



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Since scheduling is now managed by the Administrative Sergeant through PowerTime, the Administrative Sergeant has also taken responsibility for the processing of department payroll as it is administered through PowerTime as well. The Administrative Sergeant works closely with the Township's Accounting Department each pay period to ensure payroll is processed properly (through PowerTime and BS&A) and that all payroll matters are addressed. Payroll had previously been handled through Excel spreadsheets by the administrative assistants.

Finally, the training of police officers is a major component of maintaining accreditation. As such, the Administrative Sergeant has assumed the role of department training officer. There are numerous types of training that must be provided to our officers annually. To meet these training requirements entails an enormous amount of research, scheduling and documentation of the required training. Additionally, the Michigan Commission on Law Enforcement Standards (MCOLES) now has mandatory training requirements (24 hours per year) that every officer is required to complete in order to maintain their law enforcement license. This also requires much time and effort by the training officer to ensure that these requirements are not only met but also properly documented and submitted to the state.

These are three new significant job tasks that are not a part of the current job description for the Administrative Sergeant position which have been taken on by the Administrative Sergeant. This alone is justification to increase the rank of the Administrative Sergeant to Lieutenant. However, there are two additional practical reasons from a chain of command perspective that also justify increasing the rank of this position to Lieutenant.

First, as we have implemented procedures to ensure compliance with accreditation standards, a chain of command anomaly has emerged. In short, a sergeant (the Administrative Sergeant) is routinely putting out orders and issuing directives to persons of the same rank (i.e., the other sergeants). These directives include addressing scheduling matters, issuing training directives, and making changes to department procedures. Additionally, the Administrative Sergeant is tasked with conducting meaningful reviews of incidents involving sergeants engaging in the use of force, vehicle pursuits and any other incidents requiring review by accreditation standards. This presents issues with a sergeant investigating and possibly initiating disciplinary action against a member of the same rank.

Secondly, the department has no line of succession plan in place after the Director and Deputy Director positions. In other words, there is no clear-cut person in charge (by rank) should DD Nisenbaum and I be unavailable and/or out of town simultaneously (which is not uncommon).



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Also, considering that both DD Nisenbaum and I are at-will employees, it would be prudent to have a ranking officer within the department (who is not at-will) in place to facilitate a smooth transition to a new administration should it become necessary.

Based upon the aforementioned, I am respectfully requesting that the Administrative Sergeant position be elevated to the rank of Lieutenant. As a point of clarification, this is not an addition in the number of personnel in the command ranks, the number of command officers remains the same.

In order to accomplish this change in rank, a promotional examination needs to be held pursuant to the applicable Collective Bargaining Agreement.

This matter was brought before the Public Safety Committee on August 27, 2024 and it was their unanimous recommendation to move forward with establishing a Police Lieutenant promotional eligibility list with the intent of changing the current Administrative Sergeant position to a Lieutenant rank.

Attached is proposed Hamburg Township Public Safety SOP# 400-14: *Police Lieutenant Job Description*.

Budget Impact

According to the Collective Bargaining Agreement, the annual difference in salary between a lieutenant and a sergeant this fiscal year is \$4,914. It is proposed to promote the new lieutenant on January 7, 2025 (halfway through the fiscal year) meaning that there will be a minimal increase to the salary expenditures for FY 24/25 of approximately \$2,500. All other benefits remain the same as sergeants and lieutenants are in the same Collective Bargaining Unit.

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: Administrative Lieutenant Job Description			No. 400-14
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): N/A
Effective Date: DRAFT			

JOB TITLE: **Administrative Lieutenant**

REPORTS TO: Director of Public Safety

JOB SUMMARY:

The primary purpose of the Administrative Lieutenant position is to manage all accreditation requirements per the Michigan Law Enforcement Accreditation Commission (MLEAC) and function as the department’s accreditation manager. The Administrative Lieutenant will ensure department compliance with all MLEAC professional standards and shall work with the Director of Public Safety to review/update department policies and procedures to maintain accreditation. The Administrative Lieutenant shall also be trained in and function as a MLEAC accreditation assessor.

In addition, the Administrative Lieutenant shall function as an integral part of the management team with direct administrative oversight of the department’s sergeants. This position will also be responsible for managing all aspects of the department’s property room, department payroll and department training. The Administrative Lieutenant reports directly to the Director of Public Safety.

PRIMARY DUTIES & RESPONSIBILITIES:

A. The primary Accreditation Manager responsibilities are as follows:

1. Manage the accreditation process, including assessments.
2. Plan and monitor the on-site assessments and maintain appropriate records relating to accreditation activities.
3. Performs a variety of complex administrative work in planning, coordinating, and managing the implementation, maintenance, and adherence to the department’s accreditation through the Michigan Law Enforcement Accreditation Commission (MLEAC).

4. Responsible for maintaining all files for compliance with the MLEAC standards in PowerDMS.
5. Assists the police command staff with assuring all new and revised policies comply with MLEAC standards.
6. Acts as a liaison between police administration, other department employees and outside agencies in all accreditation efforts.
7. Maintains a standard format for policies to be reviewed and revised on a scheduled basis.
8. Regularly reports to the Director of Public Safety or designee and key staff on accreditation compliance.
9. Directs on-site inspections of compliance with MLEAC.
10. Represents the department at conferences and meetings related to the accreditation process as determined by the Director of Public Safety.
11. Participates in mock and/or on-site assessments for other agencies involved in the MLEAC process as determined by the Director of Public Safety.
12. Assists with conducting the annual analysis as part of the meaningful review process.
13. Prepares MLEAC annual status and compliance report.
14. Ensures proper training for police department personnel on new/revised policies and ensures personnel are properly trained to meet MLEAC standards.
15. Conducts employee orientation training regarding the accreditation process.
16. Functions as a MLEAC assessor which may require travel throughout the state, change in working hours (consistent with the collective bargaining agreement), work outside normal scheduled hours, critical reviews of other law enforcement agencies and preparation of comprehensive reports.

B. The primary property room responsibilities are as follows:

1. Manages the day-to-day operations of the department's property room.
2. Responsible for maintaining the evidentiary chain of custody and integrity of confiscated property and evidence.

3. Supervises, plans, prioritizes, assigns, reviews, and assists officers responsible for receiving, cataloging, storing, safeguarding, collecting, transporting, verifying, releasing and/or disposing of a wide variety of confiscated property and evidence.
4. Meets with staff as needed to identify and resolve problems related to property/evidence to ensure productivity and quality standards under the MLEAC are maintained.
5. Ensures all property and evidence is received, processed, stored and properly released and/or disposed of according to established procedures.
6. Performs routine inventories and audits of stored property and evidence.
7. Responsible for the security and storage conditions of all property and evidence.
8. Maintains property and evidence logs, forms, databases, and technology system(s).
9. Processes evidence requests from officers, investigators, attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines.
10. Appears in court to testify on the handling and chain of custody of evidence.
11. Ensures compliance with department policies, procedures, and MLEAC standards.
12. Attends and participates in training as needed to keep abreast of changes in procedures, regulations or laws which impact the processing and storage of property and evidence.
13. Ensures documentation and destruction of drugs turned into the department's Red Barrel.

C. The primary administrative responsibilities are as follows:

1. Performs meaningful reviews of incidents involving sergeants engaging in the use of force, vehicle pursuits and any other incidents requiring review by MLEAC standards.
2. Assumes command of the department in the absence of the Director of Public Safety and Deputy Director.
3. Serves as MCOLES Information and Tracking Network (MITN) administrator ensuring that department is in compliance with all MITN regulations and applicable state statutes.
4. Oversees department payroll including managing employee time-off banks and submitting time-off spreadsheets to Township Human Resources every payday.

5. Works closely with Township Human Resources to ensure that department employee payroll is properly submitted and uploaded every payday.
6. Serves as PowerTime (scheduling/payroll) administrator including creating, editing and deleting forms and users as necessary.
7. Coordinates patrol shift bids and patrol car assignments in accordance with applicable collective bargaining agreements and department policy utilizing PowerTime software.
8. Oversees department scheduling utilizing PowerTime software including creating/posting master schedules, posting/approving open shift bids, special events, training and holidays.
9. Serves as PowerDMS administrator including adding, deleting and editing policies, memorandums and other pertinent materials.
10. Serves as department training coordinator with responsibility for all aspects of training including authorizing and documenting training, overseeing department training funds (including PA 302 state training funds) and ensuring that all personnel receive necessary training in accordance with department policy and MLEAC standards.
11. Oversees Continuing Professional Education (CPE) training ensuring that all training standards are properly completed and documented. Oversees and documents all CPE training funds.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to perform the necessary job functions of a certified police officer.
2. Ability to analyze MLEAC standards and develop procedures for complying with standards.
3. Ability to plan, develop and implement new policies and procedures in an effective manner.
4. Ability to plan, organize, direct and coordinate the work of subordinate personnel.
5. Ability to prepare clear and concise reports.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to compile and analyze statistical data.

8. Ability to analyze fact patterns and draw conclusions as those fact patterns relate to department policies.
9. Ability to establish and maintain effective working relationships with subordinates, co-workers and superiors.
10. Ability to establish and maintain effective working relationships with MLEAC representatives and represent the department in a professional manner.
11. Ability to attend all required MLEAC training including out of county training.
12. Ability to competently testify in court or other legal proceedings.
13. Ability to effectively retrieve, process, identify, record, store and release property and evidence according to department policy and state law.
14. Knowledge of and proficiency in the use of all department computer/I.T. apps, programs and equipment including PowerDMS, PowerTime and the Central Square property module.
15. Knowledge of all job-relevant Township ordinances, state laws and federal statutes and ability to appropriately apply them in the course of carrying out duties.
16. Knowledge of all department policies/procedures and ability to appropriately apply them in the course of carrying out duties.
17. Knowledge of basic inventory control principles and practices.
18. Possession of strong decision-making skills and the ability to make appropriate decisions within department guidelines.
19. Possession of excellent organizational skills sufficient to maintain all necessary documents and records as required by MLEAC accreditation standards.
20. Possession of time-management skills sufficient to complete all job tasks and duties in a timely and competent manner.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

Issued by:



Richard Duffany

Director of Public Safety

Approved by the Hamburg Board of Trustees: DRAFT.