



Hamburg Township Public Safety Department

PO BOX 157 · HAMBURG, MICHIGAN 48139
PHONE: (810) 231-9391 · FAX: (810) 231-9401

EMAIL: HATP@hamburg.mi.us

RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: September 25, 2024
RE: Agenda Item Topic: **Updated Public Safety SOPs**
General Ledger #: N/A
Number of Supporting Documents: 3
NEW/OLD BUSINESS: **XXX** New Business
_____ Old Business – Previous Agenda #:

Requested Action

- Motion to approve the following Hamburg Township Public Safety Standard Operating Procedures: SOP# 300-10: *Interviews & Interrogations*, SOP# 300-11: *Handling of Juveniles*, and SOP# 300-78: *Body-Worn & In-Car Camera Systems*.

Background

The attached amended Public Safety SOPs are being submitted to the Board for review and approval. Language added to the SOPs are in green font while deleted language in red font.

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: Interviews & Interrogations			No. 300-10
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: 300-10 (05/04/23)	MLEAC Standard(s): 3.2.1, 3.2.2
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for conducting interviews and interrogations.

II. POLICY

It is the policy of the Hamburg Township Public Safety Department to conduct all interviews and interrogations in a professional and lawful manner to ensure that all information obtained is accurate and credible. It is also the policy of the department that all interrogations and interviews be audio/video recorded on department recording systems.

III. DEFINITIONS

- A. **Custody** – When an officer informs a suspect that they are under arrest or when a reasonable person in the suspect’s position would believe that their movement is restrained to a degree associated with a formal arrest and that they are not free to leave.
- B. **Department Recording System** – Township-owned devices or systems capable of capturing audio and/or video of persons being interrogated or interviewed including, but not limited to, in-car camera systems, body-worn cameras, station camera systems and department-issued cell phones.
- C. **Interrogation** – The direct questioning of a suspect in custody about a crime or suspected crime, as well as any words, statements, or actions by officers that the officers should know are reasonably likely to elicit an incriminating response from the suspect.
- D. **Interview** – A purposeful and non-accusatory conversation with a victim, complainant, witness, or possible criminal suspect. The atmosphere is non-custodial and the interviewee should feel that they are free to end or terminate the interview and leave at any time.

- E. **Investigative Detention** – A temporary seizure of a suspect based upon reasonable suspicion for the purpose of determining, (1) whether there is probable cause to arrest them, (2) whether further investigation is necessary, or (3) whether the officer’s suspicions were unfounded.
- F. **Major Felony** – A felony punishable by imprisonment for life, for life or any term of years, or for a statutory maximum of 20 years or more, or a violation of MCL 750.520d (Criminal Sexual Conduct – 3rd Degree).

IV. PROCEDURES

A. Recording Policy

- 1. All interviews and interrogations shall be recorded utilizing an authorized department recording system.
- 2. No personal devices, including cell phones, shall be used to record interviews or interrogations.
- 3. Pursuant to Public Act 479 of 2012 (MCL 763.7, et. seq), all interrogations of suspects for a major felony shall be conducted and recorded in compliance with the Audio Visual Recording Standard as promulgated by the Michigan Commission on Law Enforcement Standards (Appendix I).

B. Interviews

- 1. An interview is the non-custodial questioning of a person who may possess information regarding a crime and can include a victim, complainant, witness, or possible criminal suspect.
- 2. Interviews are non-accusatory in nature and officers shall conduct all interviews in a neutral, unbiased and professionally manner.
- 3. Officers must realize that being a victim of a crime or witnessing a crime can be a traumatic experience for a person and shall demonstrate empathy and concern when interviewing victims or witnesses. Officers shall also provide any needed assistance upon conclusion of the interview to ensure the welfare of the victim/witness.
- 4. All interviews shall be recorded in their entirety ~~on the officer’s body-worn camera.~~ on a department-authorized recording device (i.e., body-worn camera, in-car video system, recorded station phone call).

5. When conducting interviews of juvenile suspects, the officer shall obtain permission from a parent or guardian to interview the juvenile or have a parent or guardian present during the interview.
 - a. When receiving authorization to interview a juvenile suspect, the officer shall capture the authorization by the parent or guardian on a department-authorized recording device (i.e., body-worn camera, in-car video system, recorded station phone call).
 - b. The officer shall document in the incident report the date and time that authorization was received and the manner in which it was recorded.

C. Interrogations

1. All interrogations shall be recorded in their entirety, including breaks, utilizing an authorized department recording system.
2. All suspects subject to an interrogation shall be given their Miranda warnings by the interrogating officer prior to questioning. The officer shall read the Miranda warnings from the department's *Advice of Rights* form (Appendix II).
3. A copy of the *Advice of Rights* form shall be given to the suspect.
 - a. The suspect shall be requested to sign the *Advice of Rights* form. If the suspect signs the *Advice of Rights* form, their signature shall be witnessed.
 - b. If the suspect does not sign the *Advice of Rights* form, such refusal shall be indicated by the officer conducting the interrogation in the space provided for the suspect's signature.
 - c. If the suspect refuses to sign the *Advice of Rights* form, but is willing to give a statement, the interrogating officer may take the statement. This fact shall be noted on the *Advice of Rights* form by the interrogating officer.
 - d. If the suspect refuses to make a statement or requests to talk to an attorney, such fact shall be indicated on the *Advice of Rights* form and in the officer's incident report. The interrogation shall cease immediately.
4. Officers shall ensure suspects understand their right to remain silent and their right to an attorney. Suspects shall be interrogated only when they have knowingly and intelligently waived their rights.

5. If at any stage of the custodial questioning, the suspect indicates that they want to stop talking or to consult with an attorney before continuing, the questioning shall stop immediately.
6. Whenever possible, interrogations shall be conducted with two officers present. Prior to the interrogation each officer should have a clear understanding of the respective roles each will perform.
7. Under no circumstances during an interrogation shall officers:
 - a. Utilize physical force (except in self-defense) or threaten the suspect with physical violence.
 - b. Threaten the suspect's family with physical violence or other police harassment or intimidation.
 - c. Take any other physically or psychologically inhumane or abusive action against the suspect to make them provide incriminating information.
 - d. Unreasonably deprive the suspect of food, sleep or restroom breaks.
 - e. Make any statements or suggestions that silence will be punished or make any statements or suggestions that the judge will be informed that the subject did not cooperate.
 - f. Offer promises of leniency or special consideration to the suspect as inducements for admissions or cooperation.
8. Interrogations shall be of a reasonable duration based upon the totality of the circumstances. Officer should keep in mind that the longer the period of interrogation before a confession or incriminating statement is obtained, the less likely it will be found to be voluntary.

D. Additional Requirements for Juvenile Interrogations

1. A juvenile has the same Miranda rights as an adult and interrogations shall be conducted in the same manner except as otherwise outlined herein.
2. A juvenile suspect may waive Miranda and make a voluntary statement during a custodial interrogation, but whether the statement is voluntary depends on factors such as age, experience, education, background, intelligence, capacity to understand his or her rights and the consequences of waiving them, and presence of a parent/legal guardian during the interrogation.

3. As a general rule, a juvenile in custody should not be questioned without the presence of their parent or legal guardian. The officer conducting the interrogation shall make a reasonable effort to contact the juvenile's parent/legal guardian and give the parent/legal guardian a reasonable amount of time to attend the interrogation.
4. **If the officer can articulate that exigent circumstances are present necessitating the immediate interrogation of a juvenile and** if reasonable attempts to secure the presence of a parent/legal guardian at the interrogation are unsuccessful, a juvenile may be questioned and may provide statements if reasonable assurances can be made that the juvenile fully understands their rights and that the statements are voluntarily given. The absence of a parent/legal guardian does not automatically invalidate the statement.
5. Although officers are not specifically required by law to tell a juvenile that they have a right to speak to their parent/legal guardian, it is department policy to inform juveniles that they may speak to a parent/legal guardian before questioning.
6. The juvenile and the adult, if available, shall be read Miranda warnings utilizing the *Advice of Rights* form prior to the interrogation.
7. If prior to or during questioning the juvenile or the parent/legal guardian expresses the desire to speak with an attorney, all questioning shall cease immediately.
8. An interrogation of a juvenile should not extend over periods of time that could be considered unreasonable or harassing and there should be opportunities given for periodic rest or bathroom breaks.

E. Investigative Detention Interviews (Field Interviews)

1. Officers may temporarily stop or detain a person for questioning when the officer has reasonable suspicion that the person has committed a crime or is about to commit a crime.
2. The officer's reasonable suspicion must be based upon specific and articulable facts which, taken together within rational inferences, reasonably warrants the conclusion that the stop was necessary.
3. The purpose of the stop is to determine whether there is probable cause to arrest the person, whether further investigation is necessary, or whether the officer's suspicions were unfounded.

4. Investigative detentions are *temporary* seizures of a person and officers are required to diligently pursue a means of investigation that is likely to confirm or dispel their suspicions quickly and in a reasonable amount of time.
5. All investigative detentions in the field shall be recorded in their entirety on the officer's body-worn camera.

F. Interview Room Use and Security

The department authorizes two rooms within the police building for interviews/interrogations. They are listed as the secured interview room and the unsecured interview room.

1. Secured Interview Room

- a. The secured interview room is located in the holding cell area across from the holding cells and is equipped with an audio/video recording system that complies with the standards promulgated by the Michigan Commission on Law Enforcement Standards pursuant to Public Act 479 of 2012.
- b. When the secured interview room is in use, the interviewing officer shall ensure that the two doors leading to/from the holding cell area are closed/secured.
- c. The door to the secured interview room shall also be closed during all interrogations.
- d. Officers shall not bring weapons into the secured interview room except when responding to emergency situations.
- e. Prior to entering the secured interview room, officers shall conduct a thorough search of the suspect for weapons.
- f. When conducting interrogations, officers shall ensure that their and the suspect's safety and security is of paramount importance. Officers shall remain cognizant of the movements or actions of the person being questioned no matter what role they may be involved in regarding the investigation especially watching for verbal/non-verbal cues from the suspect which may indicate an impending physical attack on the officer.
- g. No more than two officers shall be present during an interrogation unless a supervisor deems more are necessary and approves the request. One of the officers shall have a portable radio with them.

- h. If only one officer is conducting the interrogation in the secured interview room then a second officer shall monitor the interrogation in its entirety from a monitor in the squad room or other nearby office.
- i. If only one officer is conducting the interrogation then that officer shall have a portable radio with them in the interview room.
- j. In the event that assistance is needed for safety or medical purposes in the secured interview room, the questioning officer shall summons assistance via their portable radio or by calling out to the observing officer, as appropriate. The monitoring officer may also intercede if circumstances warrant intervention.
- k. The officer conducting the interrogation or the suspect being questioned can request a comfort break as needed and reasonable accommodations for the comfort breaks should be afforded. All suspects shall be escorted by an officer and placed in a holding cell during comfort breaks.

2. Unsecured Interview Room

- a. The unsecured interview room is located off the common area of the front lobby and is equipped with an audio/visual recording system.
- b. The unsecured interview room is unable to secure/lock individuals inside, meaning that anyone inside the room could exit at any time. The door can be locked from the lobby (public) side but this lock only secures the door from the public entering into the room, not exiting.
- c. All complainants, witnesses, victims and status offender juveniles shall be interviewed in the unsecured interview room.
- d. No custodial interrogations shall be conducted in the unsecured interview room.
- e. When in the unsecured interview room officers shall have their firearms secured in a department-authorized holster at all times and shall practice measures to ensure weapon security (i.e., keeping firearms securely holstered, placing weapon side away from the persons being interviewed, wearing jacket to cover firearm).

- f. Officers conducting interviews in the unsecured interview room shall have a portable radio with them.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Handling of Juveniles			No. 300-11
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-11 (10/12/22)	MLEAC Standard(s): 4.4.1
Effective Date: DRAFT			

I. PURPOSE

- A. The purpose of this procedure is to establish guidelines for the handling of juveniles who are under investigation and/or being detained by Hamburg Township police officers.
- B. To ensure that the juvenile’s constitutional rights are protected.

II. DEFINITIONS

- A. Civil-type Offender – a juvenile who has been charged with or adjudicated for an offense that is civil in nature. Examples include non-criminal traffic violations and non-criminal fish and game violations.
- B. Juvenile – A person under the age of 18 years old.
- C. Non-Offender Juvenile – A juvenile who is subject to the jurisdiction of the juvenile court, usually under abuse, dependency, or neglect statutes, for reasons other than legally prohibited conduct of the juveniles.
- D. Status Offender – A status offender is a juvenile who has been charged with or adjudicated for conduct that would not, under the law of the jurisdiction in which the offense was committed, be a crime if committed by an adult. The following are examples of status offenses:
 - 1. Truancy
 - 2. Violations of curfew
 - 3. Runaway
 - 4. Underage possession and/or consumption of tobacco products
 - 5. Underage alcohol offenses. These offenses are considered status offenses, even though state or local law may consider them delinquent offenses.
 - a. It is a criminal offense for any person 18 to 20 years old to consume or possess alcoholic beverages. Because the time period is limited (i.e., 3 years) and the age at which this is not a criminal

offense is very broad (i.e., after the age of 21), these alcohol offenses must be classified as status offenses if committed by a juvenile. However, criminal alcohol offenses that apply to all adults (e.g., disorderly public intoxication) may be classified as delinquent offenses.

III. LEGAL AUTHORITY – TAKING JUVENILES INTO POLICE CUSTODY

- A. When taken into custody, juveniles will be brought directly to the Police Department or to a Juvenile Detention. A parent or guardian shall be made aware of the juvenile's custody status as soon as possible.
- B. Conditions under which a police officer may take a juvenile into custody without a court order are:
 - 1. A violation of any law or ordinance.
 - 2. When circumstances exist that would make the arrest lawful if the juvenile were an adult.
 - 3. When the juvenile is a confirmed runaway or the officer reasonably believes the juvenile is evading the person or proper authority having legal custody.
 - 4. The conditions or surroundings under which the child is found are such as to endanger his/her health or welfare.
 - 5. The officer continues a lawful arrest made by a private citizen.
- B. Conditions required for immediate lodging in a detention or other facilities are:
 - 1. The juvenile's home or personal situation is such that if the child were not removed there exists the probability of harm through neglect, abuse, abandonment, or any situation which would otherwise endanger the child.
 - 2. The juvenile is accused of one or more offense(s) that are so serious that release would constitute a reasonable and articulable threat to the public safety.
 - 3. A Juvenile Apprehension Order or other court order exists.
- C. Immediate detention is not necessary when:
 - 1. The juvenile has been involved in a less serious offense for which release would not likely endanger public safety.

2. A parent, guardian, or custodian is capable of controlling the juvenile and agrees to do so.

D. If the juvenile is not detained:

1. A parent, guardian or custodian must be notified as soon as possible of the violation, time of arrest, and where they should take charge of the juvenile.
2. Officers shall prepare an incident report to seek charges or issue a Uniform Law Citation.

E. Uniform Law Citations

A Uniform Law Citation may be written when a juvenile is apprehended in violation of state law, status offenses, or Township ordinances that do not normally require lodging. When issuing a citation, officers must assign a complaint number.

F. Misdemeanors on School Property

1. [MCL 764.15N](#) provides warrantless arrest authority for offenses committed on school property. “The peace officer has reasonable cause to believe a misdemeanor has taken place or is taking place on school property and reasonable cause to believe the person committed or is committing the violation; regardless of whether the violation was committed in the peace officer’s presence.”
2. [MCL 333.7410](#) defines “school property” as a building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

IV. **STATUS OFFENSES**

Status offenses are those offenses which would not be considered a crime if the juvenile were an adult. Juveniles accused of status offenses cannot be held in a locked holding area. Status offenses include: juvenile runaway, curfew violations, truancy, tobacco law violations, marijuana law violation and possessing or consuming alcohol.

V. CURFEW VIOLATIONS

A. Curfew.

1. Curfew for children under 12 years old, [MCL 722.751](#):

“No minor under the age of 12 years shall loiter, idle or congregate in or on any public street, highway, alley or park between the hours of 10 o’clock p.m. and 6 o’clock a.m., unless the minor is accompanied by a parent or guardian, or some adult delegated by the parent or guardian to accompany the child.”

2. Curfew for minors under 16 years old, [MCL 722.752](#):

“A minor under the age of 16 years shall not loiter, idle or congregate in or on any public street, highway, alley or park between the hours of 12 midnight and 6 a.m., immediately following, except where the minor is accompanied by a parent or guardian, or an adult delegated by the parent or guardian to accompany the minor, or where the minor is upon an errand or other legitimate business directed by his/her parent or guardian.”

B. Disposition of Curfew Violator

1. Officers may issue a citation or a verbal warning for curfew violations. An incident report shall be written on all curfew violations.
2. The juvenile may be brought to the police station and the parent, guardian, or custodian summoned to pick up the juvenile or the juvenile may be transported home to be released to a parent, guardian, or custodian.

NOTE: Juveniles may **not** be held behind a locked door for status offenses.

VI. RUNAWAY JUVENILES

-Refer to Public Safety SOP #300-05: *Missing/Unidentified Persons/Runaways*.

VII. INTOXICATION AND ALCOHOL VIOLATIONS INVOLVING JUVENILES

A. Incapacitated Juveniles

-Refer to Public Safety SOP #300-06: *Response to Incapacitated Persons*.

B. Intoxicated Juveniles

1. When an officer has contact with an intoxicated juvenile (non-driving situation), the officer may:
 - a. Issue a verbal warning and release to a parent, guardian, or custodian.

- b. Issue a citation and release to a parent, guardian, or custodian.
 2. It is imperative that the officer monitor the juvenile and be mindful of changes in levels of consciousness, signs of delirium, or any other factors, information or changes which may indicate a serious drug interaction, overdose, or any other condition which requires immediate medical attention.
 3. If, in the officer's reasonable opinion, the juvenile needs medical attention and the parent/guardian are unwilling to seek that attention, the juvenile should be placed in protective custody and transported to a hospital. The officer shall initiate an incident report of child neglect and the Department of Health and Human Services (DHHS) shall be contacted immediately.
- C. Liquor law violations by persons under 21 years of age, MCL 436.1703.
 1. This statute applies to minors who purchase or attempt to purchase, consume or attempt to consume, and possess or attempt to possess alcoholic liquor. A first offense violation of this statute is a state civil infraction. A second offense is a 30-day misdemeanor and a third offense is a 60-day-misdemeanor.
 2. PBT – A peace officer who has reasonable cause to believe a minor [defined in this act as any person under 21 years of age] has consumed alcoholic liquor may request that the person submit to a preliminary chemical breath analysis. If a minor does not consent to a preliminary chemical breath analysis, the analysis must not be administered without a court order, but a peace officer may seek to obtain a court order. The results of a preliminary chemical breath analysis or other acceptable blood alcohol test are admissible in a state civil infraction proceeding or criminal prosecution to determine if the minor has consumed or possessed alcoholic liquor or had any bodily alcohol content. MCL 436.1703(6).
 3. Notification of Parent or Guardian – When an officer determines that a person less than 18 years of age, who is not emancipated, allegedly consumed, possessed or purchased or attempted to consume, possess, or purchase alcoholic liquor, the officer **must notify a parent**, custodian, or guardian as to the nature of the violation.
 - a. This section is contingent on the officer being able to ascertain the name of the parent, guardian, or custodian. The statute requires that this notice shall be made within 48 hours of the time of the violation.
 - b. Notice can be made in person, by telephone, by first class mail, or any other reasonable method calculated to give prompt actual notice.

- c. If the person is less than 18 years of age and is arrested, then the parent or guardian **must** be notified immediately.
4. Exceptions – This statute does delineate certain exceptions; including possession during working hours in the course of employment (i.e., waitress serving alcohol, busboy clearing tables, etc.), consumption during and as a necessary part of an educational course, consumption of sacramental wine in religious services, and persons participating in undercover operations.
5. A minor is not considered to be in violation of [MCL 436.1703](#) if they have consumed alcohol and voluntarily present themselves to a health care facility for treatment/observation or if they initiate contact with a peace officer or emergency medical services personnel for the purpose of obtaining medical assistance for a legitimate health care concern ([MCL 436.1703\(9\)](#)).
6. Operating While Intoxicated- Under 21 Years of Age – Under [MCL 257.625\(6\)](#) a person cannot operate a vehicle with any bodily alcohol content.

VIII. TRUANCY

- A. Michigan law requires that children between the ages of 6 years old and 16 years old regularly attend school during the school year with limited exceptions (such as home schooling). [MCL 380.1561](#).
- B. Officers who come in contact with a juvenile who appears to be in violation of the compulsory attendance statute (i.e., truancy) shall investigate the matter further. Officers shall attempt to obtain and verify the following information:
 1. Identity of juvenile (name and date of birth/age).
 2. Address and school district where juvenile resides.
 3. Name of school juvenile attends (or whether juvenile is home schooled).
 4. Parent/guardian name and contact number.
- C. Enrollment Confirmation
 1. After obtaining the juvenile's information, the officer shall contact the attendance officer at the school where the juvenile reports that they are attending.
 2. The officer shall confirm that the juvenile is enrolled at the school, confirm that the school is in session on that day, and confirm that the

juvenile is supposed to be in attendance. The officer shall also provide the school official with the case number of the incident report. (Note: an incident report is required on all truancy matters).

D. Parental Notification

1. The parent, guardian or custodian of the juvenile shall immediately be contacted after the enrollment confirmation process.
2. The officer shall question the parent, guardian or custodian of the juvenile to determine the circumstances surrounding the truancy. If appropriate, the officer may submit a warrant request to the Prosecutor's Office for violation of the compulsory school attendance statute ([MCL 380.1561](#)) by the parent, guardian or custodian. Violation of this statute is a misdemeanor.
3. After speaking with the parent, guardian or custodian of the juvenile, the officer may do any of the following with the juvenile:
 - a. Transport the juvenile to the appropriate school and turn them over to school personnel.
 - b. Transport the juvenile home and turn them over to a parent, guardian or custodian.
 - c. Arrange to have the parent, guardian or custodian pick up the juvenile at the police station.

IX. TOBACCO VIOLATIONS

A. Youth Tobacco Act, [MCL 722.642](#).

1. A person less than 21 years of age shall not do any of the following (MCL 722.642(1):
 - a. Purchase or attempt to purchase a tobacco product.
 - b. Possess or attempt to possess a tobacco product.
 - c. Use a tobacco product in a public place.
 - d. Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a tobacco product.

An individual who violates this subsection is guilty of a misdemeanor punishable by a fine of not more than \$50.00 for each violation.

2. A person less than 21 years of age shall not do any of the following (MCL 722.642(3):
 - a. Purchase or attempt to purchase a vapor product or alternative nicotine product.
 - b. Possess or attempt to possess a vapor product or alternative nicotine product.
 - c. Use a vapor product or alternative nicotine product in a public place.
 - d. Present or offer to an individual a purported proof of age that is false, fraudulent, or not actually his or her own proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a vapor product or alternative nicotine product.

An individual who violates this subsection is guilty of a state civil infraction for the first two offenses punishable by a fine of not more than \$50.00 for each violation and guilty of a misdemeanor for the third offense punishable by a fine of not more than \$50.00 for each violation.

B. Furnishing Tobacco to Person under 21, [MCL 722.641](#).

1. A person shall not sell, give, or furnish a tobacco product, vapor product, or alternative nicotine product to a person under 21 years of age, including, but not limited to, through a vending machine. A person who violates this statute is guilty of a misdemeanor punishable by a fine as follows:
 - a. For a first offense, not more than \$100.00.
 - b. For a second offense, not more than \$500.00.
 - c. For a third or subsequent offense, not more than \$2,500.00.

X. MARIJUANA VIOLATIONS

No person under the age of 21 can possess, consume, purchase or otherwise obtain, cultivate, process, transport, or sell marijuana ([MCL 333.27954](#)). Violations are a state civil infraction.

XI. INCORRIGIBILITY

Officers may be requested to assist a parent or guardian who is experiencing severe disciplinary problems with their child. At times, criminal activity (i.e., drug use, retail fraud, status offenses, violent acts, etc.) may be suspected but sufficient evidence to initiate a criminal complaint may be lacking. Additionally, the parent may not be able to control their child; having exhausted all other means and resources to effect positive

change. In these cases, the officer should initiate a written incident report for Juvenile Incurrigibility.

NOTE: It is important that the officer remain sensitive to the needs and frustration of parents experiencing incurrigibility problems. The officer should assist the parent in locating other community resources such as counseling services, substance abuse treatment centers, and other youth and family services.

XII. INTERVIEW OF JUVENILES

- A. Interviews of juvenile victims of physical and sexual abuse shall be conducted in accordance with the procedures established by the Livingston County Department of Human Services and the Livingston County Prosecutor's Office in the *Livingston County Protocol for Investigation of Child Abuse*.
- B. When conducting interviews of juvenile suspects, the officer shall obtain **written** permission from a parent or guardian to interview the juvenile or have a parent or guardian present during the interview.
 - 1. When receiving authorization to interview a juvenile suspect, the officer shall capture the authorization by the parent or guardian on a department-authorized recording device (i.e., body-worn camera, in-car video system, recorded station phone call).
 - 2. The officer shall document in the incident report the date and time that authorization was received and the manner in which it was recorded.

XIII. DETENTION OF JUVENILES

The following procedure shall be utilized when temporarily detaining persons under the age of eighteen (18) years in the department's holding cells.

- NOTE:** Juveniles held for a criminal charge(s), under an arrest warrant, or under a Family Court Order shall not be held longer than 6 hours in the holding cells. The time period commences at the time the juvenile is brought in.
- A. Juveniles will be brought to the holding cell area via the east garage bay or office area.
 - B. Officers shall complete the Juvenile Detention Log located on the wall mount on the north side of the holding cell area.
 - C. Contact with adult detainees shall be always avoided during the transportation and detention of a juvenile.
 - D. Arresting/transporting officers will conduct a custodial search of the juvenile and remove all property from the juvenile; including pocket knives, necklaces, belts,

shoes or shoelaces, matches, lighters and place the items in an evidence bag to be transported with the detainee or released to him/her when leaving the facility or taken for evidence.

- E. Juveniles held for status offenses will be held in an unlocked area and will not be handcuffed to any stationary object.
 - 1. Juvenile status offenders may be placed in an unlocked interview room or in the squad room with the officer for the length of time required to complete identification, processing, and release to a responsible adult or transferred to a juvenile facility or court.

- F. A juvenile being booked on a warrant ordering arraignment in 53rd District Court based on a waiver to adult court or a juvenile who has committed a serious criminal offense will be handled as detailed above. In addition, the arresting officer shall arrange for the lodging of the juvenile as follows:
 - 1. During normal business hours, contact Juvenile Court.
 - 2. After hours, contact Central Dispatch who will contact the on-call Juvenile Court representative.
 - 3. When arrangements to lodge a juvenile at a youth detention center have been made, the officer will transport the juvenile to the center.

- G. Officers are relieved of their responsibility for the juvenile when they have specifically charged the juvenile with a criminal or status offense, and
 - 1. Contacted a parent, legal guardian, or other acceptable adult to pick up the juvenile, or
 - 2. Made arraignments for lodging and transporting to a youth detention center, or
 - 3. Made arrangements for eventual release within six (6) hours.

- H. A supervisor may request an officer remain with a juvenile if any of the following apply:
 - 1. The juvenile is suicidal.
 - 2. The juvenile is uncooperative; requiring constant watch.
 - 3. Multiple juveniles are brought to the department.

I. If a parent/guardian has not picked up the juvenile from the police station after three (3) hours, the officer will:

1. Re-contact the parent/guardian.
2. Notify a supervisor of the time delay.

NOTE: If the arresting officer is unavailable, command will assign another officer to complete the placement of the juvenile.

J. If the juvenile is still at the police station after five (5) hours, the officer will immediately transport the juvenile to their residence or other suitable location such as a relative willing to accept custody of the juvenile.

K. Non-secure Custody

1. A juvenile may be in law enforcement custody and, therefore, not free to leave or depart from the presence of law enforcement officer or at liberty to leave the premises of a law enforcement facility but not be in a secure detention or confinement status. **All** the following criteria will constitute non-secure custody of a juvenile in an adult jail or lockup facility:
 - a. The area where the juvenile is held is an unlocked multipurpose area, such as a lobby, office, or interrogation room that is not designated, set aside or used primarily as a secure detention area or is not part of such an area, or, if a secure area, is used only for processing purposes;
 - b. The juvenile is not physically secured to a cuffing rail or other stationary object during the period of custody in the facility.
 - c. The use of the area is limited to providing non-secure custody only long enough and for the purposes of identification, investigation, processing, release to parents, or arranging transfer to an appropriate juvenile facility or to court;
 - d. In no event can the area be designed or intended to be used for residential purposes; and
 - e. The juvenile must be under continuous visual supervision by a law enforcement officer or facility staff during the period that he/she is in non-secure custody.
2. In addition, a juvenile placed in the following situations would be considered in a non-secure status:
 - a. A juvenile handcuffed to a non-stationary object. If the five criteria listed above are adhered to, handcuffing techniques that do not involve cuffing rails or other stationary objects are considered non-secure.

- b. A juvenile being processed through a secure booking area. Where a secure booking area is all that is available and continuous visual supervision is provided throughout the booking process and the juvenile remains in the booking area only long enough to be photographed and fingerprinted (consistent with state law), the juvenile is not considered to be in a secure detention status. Continued non-secure custody for the purposes of interrogation, contacting parents, or arranging an alternative placement must occur outside the booking area.
- c. A juvenile placed in a secure police car for transportation. The Juvenile Justice and Delinquency Prevention (JJDP) Act applies to secure detention facilities and secure correctional facilities; therefore, a juvenile placed in a police car for transportation would be in a non-secure status.
- d. A juvenile placed in a non-secure runaway shelter but prevented from leaving because of staff restricting access to exits. A facility may be non-secure (i.e., staff secure) if physical restriction of movement or activity is provided solely through facility staff.

XIV. HANDCUFFING OF JUVENILE OFFENDERS

-Refer to Public Safety SOP #300-76: *Use of Handcuffs and Restraining Devices*.

XV. COMPLIANCE WITH DEINSTITUTIONALIZATION OF STATUS OFFENDERS

A. Prohibition on Secure Holding

Adult jails and lockups cannot hold status offenders, non-offenders, or civil-type juvenile offenders in a secure manner at any time. These juveniles may be detained in a non-secure area of an adult jail or lockup for processing while awaiting transportation to a non-secure shelter care facility or a juvenile detention center or while waiting release to a parent or guardian.

XVI. COMPLIANCE WITH JAIL REMOVAL

- A. The JJDP Act states that “no juvenile shall be detained or confined in any jail or lockup for adults...” There are three exceptions to this requirement:
 - 1. A 6-hour hold exception for alleged delinquent offenders.
 - 2. An exception for alleged delinquent offenders in rural areas if certain criteria are met.
 - 3. An exception for juveniles waived or transferred to a criminal court.

NOTE: Juveniles shall not be processed at the Hamburg Township Police Department and will be sent to the appropriate intake facility for processing, when necessary for criminal offenses. Keeping in mind that audio and visual contact must be avoided with adult detainees/arrestees.

B. Six-Hour Hold Exception

JJDP regulations allow for a 6-hour “grace period” that permits the secure detention in an adult jail or lockup of those juveniles accused of committing criminal-type offenses (i.e., offenses that would be a criminal offense if committed by an adult). Under this exception, the juvenile cannot have sight or sound contact with adult inmates during the time the juvenile is in a secure custody status in the adult jail or lockup. The 6 hours can be used in the following circumstances:

1. An accused delinquent could be detained for up to 6 hours for the purposes of processing or release or transfer to a juvenile facility. Any holding of juveniles should be limited to the absolute minimum time necessary to complete these purposes, not to exceed 6 hours. An accused or adjudicated delinquent could be detained for up to 6 hours before a court appearance and up to an additional 6 hours after a court appearance, but any hold of an adjudicated delinquent that is not related to a court appearance is a violation of jail removal.

NOTE: The 6-hour time period cannot be combined to extend the time frame. For example, a juvenile cannot be detained for 4 hours before and 7 hours after the court appearance.

2. Once the juvenile has been placed in a secure custody status and the 6-hour period has begun, the facility cannot temporarily take the juvenile out of a secure custody status and begin the 6-hour time period again. For example, if a juvenile was placed in a secure custody status for 4 hours, then was taken to a non-secure interview room for 1 hour, then was returned to a secure custody for 2 hours, the total time to report for the jail removal provision is 7 hours and would be a violation of the 6-hour limit.
3. A status offender, non-offender or civil-type juvenile offender cannot be securely detained for any length of time in an adult jail or lockup.
4. Sight and sound separation from adult offenders must be always maintained pursuant to the separation requirement.

XVII. COMPLIANCE WITH SEPARATION

Juveniles shall not have contact with adult inmates. Separation must be achieved in all secure areas of the facility. Accused or adjudicated delinquent offenders, status offenders, and non-offenders cannot have contact with adult inmates.

A. Definitions

1. Contact – Contact is defined to include any physical or sustained sight or sound contact.
2. Sight Contact – Sight contact is defined as clear visual contact between adult inmates and juveniles within close proximity to each other.
3. Sound Contact – Sound contact is defined as direct oral communication between adult inmates and juvenile offenders.

B. Sight and sound separation may be accomplished through policies and procedures such as time phasing the use of an area to prohibit simultaneous use by juveniles and adults. Brief inadvertent or accidental contacts between juvenile offenders in a secure custody status and adult inmates in secure nonresidential areas of the facility do not count as violations.

C. Where a secure booking area is all that is available and the juvenile is under complete supervision just long enough for the booking process, the juvenile is not considered to be in a secure detention status and separation would not apply during this time. Once the booking process has been completed, the juvenile must be separated immediately from adult inmates.

XVIII. REPORTING REQUIREMENTS

The Hamburg Township Police Department will comply with the Federal Juvenile Justice and Delinquency Prevention Act (JJDPA) and the Michigan Committee on Juvenile Justice (MCJJ) reporting requirements for all juveniles placed in secure detention.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Body-Worn and In-Car Camera Systems			No. 300-78
Distribution: Police	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-78 (10-12-22)	MLEAC Standard(s): 3.5.5
Effective Date: DRAFT			

I. PURPOSE

This policy shall establish guidelines for the operation, use, and management of mobile electronic recording systems including Body-Worn Camera (BWC) and In-Car Video (ICC) audio/video recording equipment and files created by the system.

II. PHILOSOPHY

The Hamburg Township Public Safety Department recognizes the value of audio/video documentation of events for presentation in court as evidence, resolving complaints against police personnel, supplementing and supporting written police reports, enhancing accountability and transparency, and for training purposes.

III. POLICY

Police personnel utilizing units equipped with an ICC shall utilize the system in a manner consistent with the procedures established in this Order and consistent with training regarding the operation of such equipment.

In addition to ICC systems, officers shall utilize BWC's, and the resulting video/audio files in a manner that is in accordance with applicable laws and the procedures set forth in this policy.

BWC's can be used alone or synced to integrate with ICC equipped patrol units.

IV. BWC and ICC USE

A. BWC and ICC systems shall only be used by department personnel trained in their proper use and care. The training shall include, but is not limited to;

1. Usage;
2. Limitations;
3. Activation;
4. Deactivation;
5. Review;
6. Placement;

7. Tagging Categories;
8. Case Creation.

- B. BWC's are considered part of the uniform and shall be attached using authorized attachment device. Officers will assure nothing obstructs the bodycam lens, such as a coat, rain gear or high visibility vest.
- C. Detectives are required to wear a BWC when backing up uniform personnel. Detectives working in a position to assist uniform personnel should have a BWC attached to their external vest carrier. The BWC can be turned off to preserve battery life until needed. While performing other investigative duties, the BWC can be utilized at the discretion of detectives but should generally be used for planned operations, such as search warrants or arrest attempts.
- D. Officers assigned to multijurisdictional teams shall follow any BWC protocols established by the organization they are assigned to.

V. BWC and ICC OPERATIONAL PROCEDURES

- A. Officers should check out a BWC at the beginning of assigned duty. If unable to check out a BWC due to a priority run or equipment malfunction, officers shall still utilize a BWC. An officer will notify the Deputy Director if involved in an event recorded with a BWC or ICC that is unassigned or checked out in another officer's name so the correct name can be entered.
- B. At the beginning of assigned duty, officers shall be responsible for the proper placement and adjustment of the BWC and ICC, and to ensure the equipment is operational.
- C. Officers shall remove any malfunctioning BWC from service and notify their supervisor and the Deputy Director or designee.
- D. Any patrol unit with a malfunctioning ICC shall be removed from service, their supervisor and the Deputy Director or designee will be notified.
- E. Officers shall ensure the BWC is synced to their ICC, if using an ICC equipped patrol unit. Power to the equipment will remain on during the entire time the officer is required to utilize it.
- F. Officers shall connect the BWC to the Smart Control application on their assigned cellphone at the beginning of the shift or as soon as possible.

- G. Officers are responsible to monitor the battery indicator and replace or charge the battery well before it becomes fully drained.
1. Officers utilizing a BWC with an external battery should carry a spare battery. The spare battery will be turned in at the end of the officer's shift. Batteries may be charged in the patrol units BWC dock.
- H. Officers shall activate and use their BWC/ICC to record:
1. All dispatched calls for service. The BWC/ICC shall be activated after being dispatched to a call and prior to arriving at the incident location;
 2. All traffic stops;
 3. When approaching any person or vehicle for investigative purposes (suspicious circumstances, reasonable suspicion of a violation of the law, Terry stop, etc...);
 4. All vehicle and foot pursuits as soon as practical taking into account officer safety first;
 5. When engaging in a forced entry;
 6. When conducting a welfare check or checking the interior of any location, whether or not the owner is present;
 7. When other means of recording are unavailable or impractical and the officer is interviewing witnesses or suspects, obtaining authorization to interview a juvenile from a parent or guardian, or when otherwise required by department policy to record any interaction.
 8. Any situation that the officer believes the use of the BWC would be appropriate or would provide valuable documentation if not already activated pursuant to this policy.
 9. The rear seat infrared video/audio camera should generally be in the on position but officers will assure it is activated whenever a citizen/suspect occupies the rear seat of the patrol unit. The rear seat infrared camera shall not be set to the off position. The primary HD front camera shall always be set to the on position.
 10. If the patrol unit is equipped with a secondary front panoramic camera, it shall remain in background mode. If the footage is needed, such as for an OWI or Fleeing incident, it will be included when categorizing the event.

11. Record after the fact (RATF) allows the ability to go back and recover video over the past 48-hours. Officers/supervisors have the ability to recover video when the system was not in record mode and save it in standard or maximum resolution. Audio is not recoverable.

I. Officers shall generally not use BWCs to record:

1. Communications with other police personnel without the permission of the Director of Public Safety or designee;
2. Communications and encounters with non-police Township personnel unless in response to a call for service;
3. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room;
4. When on break or otherwise engaged in personal activities;
5. When engaged in conversations with individuals with whom the officer is in a privileged relationship, e.g., spouse, attorney, peers, chaplain, etc.
6. When an officer would be recording a patient during a medical or psychological evaluation by a clinician or similar professional or during treatment. This does not prohibit the recording of medical events as a direct response for calls for service, e.g., overdoses, accidents, etc.
7. Communications made in a psychiatric facility;
8. When on routine patrol (BWC shall be worn on the uniform);
9. When participating in a community policing function (such as homeowner's association meeting or school event);
10. Routine walk-up requests (giving directions or other information);
11. When engaged in conversations with members of the public not related to a specific complaint or call for service.

J. BWCs shall not be used for the following:

1. To ridicule or harass anyone;
2. To secretly record other department personnel;

3. In a manner that violates state or federal law;
4. To record internal police conversations or hearings;
5. To record any training or other law enforcement meetings;
6. Personal Use.
7. When encountering confidential informants or meeting with undercover officers.

K. Recording devices shall remain in active record mode when officers are required to record an event or contact and shall not be stopped until the officer has disengaged the contact. Recordings shall not intentionally be interrupted, obstructed, or discontinued prior to disengagement.

Exceptions to the active recording requirements;

1. While assigned to an incident and an officer is in or around the patrol unit for an extended period and not having contact with citizens, the active recording may be stopped. **If a citizen initiates contact or contact is reinitiated by the officer, the recording shall be reactivated.**
2. When transporting a prisoner and the ICC, including the rear seat camera is activated, the body-worn camera active recording may be stopped.

L. If an officer fails to activate the recording equipment as required, fails to record the entire contact, interrupts the recording or the equipment malfunctions, the officer shall document in an incident report why a recording was not made, was interrupted, or was terminated.

M. The department recognizes that in order for officers to carry out proper and thorough investigations they must have the ability to have open and candid discussions with other officers, supervisors, and investigators at the scene. As such, officers may temporarily remove the BWC and secure it or mute the audio portion of their BWC while engaging in such conversations by pressing and holding the backlight button to briefly mute the audio. Audio resumes when the button is released.

N. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC/ICC recordings without prior authorization of the Director of Public Safety or designee.

O. Officers have no obligation to stop recording in response to a citizen's request if

the recording is pursuant to an investigation, arrest, lawful search or the circumstances clearly dictate that continued recording is necessary.

- P. In the event that equipment is damaged or lost, the officer will notify a supervisor as soon as practical.
- Q. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
- R. In order to ensure accuracy in reports, officers may review recordings prior to writing any incident report.
- S. **Recording Categories, Uploads, and Storage**

- 1. At the completion of each recording, officers shall tag the recording with the appropriate category and related incident number if applicable.

- i. HTPD Recording (1-year hold).
 - ii. Traffic STOP (1-year hold).
 - iii. OWI, Flee or Resist (1-year hold).
 - iv. Arrest (1-year hold).
 - v. Other Save (1-year hold).
 - vi. Use of Force (3-year hold).
 - vii. Test Recording (5-day hold).

- 2. A case will be created (held until final disposition), in digital evidence for any of the following Incidents;

- i. Use of force.
 - ii. Police involved accidents involving injury or significant damage.
 - iii. When directed to by a supervisor.

- 3. ICC recordings will normally automatically upload to the server by use of the wireless access point in the back of the police station.

- 4. BWC events upload to the server when the BWC is either placed in the docking station or when it is docked in the police unit while in the back lot of the police station.

T. Viewing Recordings

- 1. Equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of Hamburg Township. Access to recordings shall be limited to those

personnel specifically granted access by the department as part of their assigned duties.

2. Duplication and/or dissemination of recordings shall be in strict accordance with the dictates of this Order. Making a screen recording of any recording captured with use of a 3rd party or unauthorized devices (e.g., cell phone, video camera, etc.) is strictly prohibited without authorization of the Director of Public Safety or designee.
3. Non-law enforcement individuals may be allowed to review a recording only under extenuating circumstances. Examples where a non-law enforcement individual may be allowed to view a recording include, but are not limited to:
 - i. Hot or fresh pursuit where assistance from a witness in reviewing a recording will aid law enforcement in identifying an individual or will otherwise aid in law enforcement activities.
 - ii. Reviewing an interaction with a citizen who claims they were treated in an objectionable manner by an officer. This example will almost always be used exclusively by a supervisor or command officer.
4. Supervisors may use recordings as a learning or coaching tool to assist in debriefing an incident with their platoon, a group of officers involved, or an individual officer.
 - i. Recordings will not be routinely reviewed to monitor officer performance, unless such review is part of a performance improvement plan or connected with the evaluation of probationary personnel.
 - ii. Field Training Officers may review video/audio recordings for training and instructional purposes. Such review shall be noted on the FTO/trainee's activity log and/or DOR's.
 - iii. Generally, minor policy and/or procedural violations noted during any reviews shall be corrected through counseling and training. This shall not restrict the utilization of such observations in the evaluation of probationary personnel, nor shall it prohibit the department from instituting corrective action appropriate for the violations noted.
5. Recordings may be used for training and for other law enforcement related purposes as approved by the Director of Public Safety.

6. Recordings may be used for other purposes as approved by the Director of Public Safety.

VI. SIGNIFICANT EVENT RECORDING

- A. If an officer is involved in a serious incident or accused of criminal misconduct the supervisor or command officer in charge of the incident will take possession of the BWC as soon as it is safe and practical and ensure the recording is uploaded. The BWC will then be placed in evidence until the investigation is completed. Examples of serious incidents include, but are not limited to:
 1. An Officer-involved shooting or another use of force resulting in serious injury or death (after the scene is secure).
 2. A serious in-custody injury or in-custody death.
 3. Police involved accident resulting in serious injury or death.

VII. SPECIAL CONSIDERATIONS

- A. The Department recognizes that officers engage in dynamic situations in which it may not be practical to activate video audio recording devices, i.e., spontaneous foot chases, unexpected altercations, etc. However, officers shall make every attempt to comply with this procedure without compromising their safety or the safety of others.

This is the primary reason officers are required to wear BWC while out on patrol and why BWC's are synced to the ICC, which allows for automatic and simultaneous activation, so officers can focus on the task at hand. Triggers which activate recording include activation of overhead lights, reaching a speed of 90mph, crash sensor activation and when either the BWC or ICC record button is manually pressed.

- B. Recordings from BWC's or ICC's can provide a unique perspective of some events occurring in the context of law enforcement activities, but they are not without limitations. When evaluating the **unique perspective and limitations of video audio recording devices**, one must consider:
 1. Limitations to the recording equipment.
 2. The BWC is mounted on the torso and does not follow the positioning of the operator's eyes. Therefore, the recording may not capture what the operator is looking at in any given moment.
 3. Recordings cannot provide direct evidence of the officer's experience.

4. The cameras cannot visually record some danger cues or other non-visual information since they are experienced or detected through other human senses.
 5. Recording speed differs significantly from human perception and reaction time.
 6. Recordings when played back on a computer screen or monitor may be visually distorted and the images captured may appear differently than would be perceived by the human eye.
 7. The cameras cannot record perceptual distortion and/or other normal reactions to stress.
 8. The cameras record only in two dimensions.
 9. The cameras do not have a 360-degree field of vision.
 10. The audio recordings can be affected by road noise, engine noise, and weather conditions; etc.
 11. With the exception of the police radio, the volume from other electronic devices within the police unit shall not be allowed to interfere with recordings.
- C. If an unintentional activation of the BWC occurs during a non-enforcement or non-investigative activity, including but not limited to; restrooms, locker rooms, or other areas where a reasonable expectation of privacy exists, the Deputy Director will be sent an email explaining the circumstances. The Deputy Director will consult with the Director of Public Safety to determine if the recorded footage should be restricted or deleted.

VIII. FILE RETENTION AND DISCLOSURE

- A. All BWC and ICC recordings upload automatically to the server which is held in a restricted/secured room located within the department. These recordings shall be retained by the department for at least the minimum time periods required by [Public Act 85 of 2017](#) (LAW ENFORCEMENT BODY-WORN CAMERA PRIVACY ACT), as it may be amended.
- B. Without the express consent of the Director of Public Safety or designee, recordings shall only be released for the following reasons:
 1. For criminal prosecution or pursuant to a court order.
 2. To the Hamburg Township attorney, upon written/email request.

3. In response to a granted (FOIA) [FREEDOM OF INFORMATION ACT \(Act 442 of 1976\)](#).
4. BWC recordings shall only be released or disclosed in full compliance with Public Act 85 of 2017.
5. To assist in the identification and/or apprehension of a criminal suspect.
6. If such release is deemed in the best interest of the department and/or community (such releases must be approved by the Director of public Safety or designee).

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.