



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: February 1, 2023
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 #300-08: *Response to Persons with Mental Illness*, SOP #300-26: *Firearms*, and SOP #300-53: *Officer Uniform and Appearance*.

Background

The attached amended Public Safety SOPs are being submitted to the Board for review and approval. The changes in each policy 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: Response to Persons with Mental Illness			No. 300-08
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-8 (10/12/22)	MLEAC Standard(s): 3.5.4
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish guidelines for police officers of the Hamburg Township Public Safety Department when interacting with persons who are suspected of suffering from mental illness.

II. POLICY

- A. It is the policy of the Hamburg Township Public Safety Department to comply with the State of Michigan Mental Health Code when responding to situations involving individuals who are suspected of being emotionally disturbed or who may be suffering from mental illness.
- B. The department is committed to the following:
 - 1. Training all officers in the recognition of behavioral cues for persons who may be suffering from mental illness.
 - 2. Accessing available community mental health resources.
 - 3. Working in collaboration with community mental health professionals to develop techniques and procedures for dealing with persons suffering from mental illness and providing all officers with training in these techniques/procedures.
 - 4. Utilizing alternatives to arrest to ensure the best treatment options for those suffering from mental illness.

III. DEFINITIONS

- A. **Mental Illness** – A substantial disorder of thought or mood which significantly impairs judgment, behavior, capacity to recognize reality, or ability to cope with the ordinary demands of life.
- B. **Person Requiring Treatment (MCL 330.1401)** – Is a person who has a mental illness:

1. Who as a result of that mental illness can reasonably be expected within the near future to intentionally or unintentionally cause serious injury to himself or herself, or an individual who has engaged in an act or acts or has made significant threats that are substantially supportive of the expectation; or
2. Who as a result of that mental illness is unable to attend to his or her basic physical needs, such as food, clothing, or shelter that must be attended to in order for the person to avoid serious harm in the near future, and who has demonstrated that inability by failing to attend to those basic physical needs; or
3. Whose judgment is so impaired that he/she is unable to understand his or her need for treatment and whose continued behavior as a result of this mental illness can be reasonably expected, on a basis of competent clinical opinion, to result in significant physical or mental harm to himself, herself or others in the near future; or
4. Whose understanding of the need for treatment is impaired to the point that he or she is unlikely to voluntarily participate in or adhere to treatment that has been determined necessary to prevent a relapse or harmful deterioration of his or her condition, and whose noncompliance with treatment has been a factor in the individual's placement in a psychiatric hospital, prison or jail at least 2 times within the last 48 months or whose noncompliance with treatment has been a factor in the individual's committing 1 or more acts, attempts, or threats of serious violent behavior within the last 48 months. An individual under this subdivision is only eligible to receive assisted outpatient treatment.

Note: An individual whose mental processes have been weakened or impaired by dementia, an individual with a primary diagnosis of epilepsy, or an individual with alcoholism or other drug dependence is not a person requiring treatment under this policy unless the individual also meets the criteria specified in section III (B) (1 through 4) of this policy. An individual described in this note section may be hospitalized under the informal or formal voluntary hospitalization provisions of this chapter if he or she is considered clinically suitable for hospitalization by the hospital director.

- C. **Protective Custody** – The temporary custody of an individual by a peace officer with or without an individual's consent for the purpose of protecting that individual's safety and health, or the safety and health of the public, and for the purpose of transporting the individual if the individual appears to be a person requiring treatment. Protective custody is civil in nature and is not to be construed

as an arrest; however, that same level of force may be used as would be applied in making a lawful misdemeanor arrest without a warrant.

III. PROCEDURES

A. Potential Symptoms of Mental Illness

Mental illness is often difficult for even trained professionals to define in an individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior cues that are potentially destructive and/or dangerous to self or others. Potential symptoms that may be observed or reported by family/associates include:

1. **Withdrawal** — Recent social withdrawal and loss of interest in others;
2. **Drop in functioning** — An unusual drop in functioning, at school, work or social activities, such as quitting sports, failing in school or difficulty performing familiar tasks;
3. **Problems thinking/Confused thinking** — Problems with concentration, memory or logical thought and speech that are hard to explain;
4. **Increased sensitivity** — Heightened sensitivity to sights, sounds, smells or touch; avoidance of over-stimulating situations;
5. **Apathy** — Loss of initiative or desire to participate in any activity;
6. **Feeling disconnected** — A vague feeling of being disconnected from oneself or one's surroundings; a sense of unreality;
7. **Illogical thinking** — Unusual or exaggerated beliefs about personal powers to understand meanings or influence events; illogical or "magical" thinking typical of childhood in an adult;
8. **Nervousness/Intense fear** — Fear or suspiciousness of others or a strong nervous feeling;
9. **Unusual behavior** – Odd, uncharacteristic, peculiar behavior;
10. **Sleep or appetite changes** — Dramatic sleep and appetite changes or decline in personal care;
11. **Mood changes** — Rapid or dramatic shifts in feelings;
12. **Suicidal thoughts**;
13. **Delusions** – Having fixed and false beliefs that contradict reality. It is the persistent belief in things which are objectively not true.

14. **Defiance of authority;**
15. **Frequent outbursts of anger** – Sudden episodes of impulsive, aggressive, violent behavior or angry verbal outbursts which are grossly out of proportion to the situation.

B. Interactions with Suspected Mentally Ill Persons

When dealing with persons who may be suffering from mental illness, officers shall:

1. Request a backup officer.
2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a non-threatening manner when approaching or conversing with the individual. In situations where the individual has not engaged in violence, avoid physical contact and take time to assess the situation.
3. Attempt to de-escalate any potential/active violence or hostility without endangering themselves, other officer(s) or other persons, if possible.
4. Be respectful and express concern and understanding.
5. Determine if the subject is a “person requiring treatment.” When making an assessment of the person officers should refer to the guidance provided in the Hamburg Township Police Officer Response Guide (Attachment A).
6. Determine if the subject has violated any law or ordinance. If there is probable cause that the person has committed a criminal offense, officers should submit a warrant request to the Livingston County Prosecutor’s Office as this could lead to charges being authorized and the possibility of court-ordered treatment.
7. Determine the most appropriate course of action such as:
 - a. Counseling the subject, providing guidance, etc.
 - b. Directing the subject to a place of treatment or counseling.
 - c. Contacting a relative, friend, guardian, etc.
 - d. If the situation allows and it is the best course of action, taking the subject into protective custody.

C. Voluntary Commitment

If a person requests voluntarily commitment, officers shall:

1. Request that Livingston County EMS transport the person to a hospital. If an ambulance is not available, officers should attempt to secure transportation from a family member and follow the family member and person to the hospital. Officers may transport the person in their patrol car to the hospital if there is no reasonable alternative.
2. Proceed to the hospital or mental health care facility, if necessary, to provide the medical staff with any necessary information and make sure the subject is safe, secure, and under care.

D. Involuntary Commitment/Protective Custody

1. Officers shall take an individual deemed to be a person requiring treatment, as defined by this policy, into protective custody if he/she does not wish to commit themselves voluntarily.
2. When taking a person into protective custody, officers may:
 - a. Use objectively reasonable force as may be permitted if the officer were making a lawful misdemeanor arrest without a warrant.
 - b. Require reasonable steps for self-protection, including a pat down search of the subject and the immediate surroundings, but only to the extent necessary to discover and seize a dangerous weapon that may be used against the officer or other person including health care workers.
3. Officers shall inform the person that they are not under arrest but being taken into protective custody for their safety.
4. ~~Advise~~ **Request** Livingston County EMS ~~to~~ transport the person to a hospital. Depending on the circumstances an officer ~~may~~ **can either** ride in the back of the ambulance ~~with the person~~ **or follow EMS to the hospital.**
5. **If EMS response is delayed, an officer may perform the transport themselves if they believe it can be safely accomplished in the following circumstances:**
 - a. **Waiting for EMS is likely to upset the person.**
 - b. **Officers have a good rapport with the person and believe that patrol car transportation is in the best option.**

6. Officers shall make every effort to have a family member or friend complete the application/petition for hospitalization.
7. If the officer has observed the behavior, the officer may act as petitioner and seek a law enforcement committal. The application/petition shall include the:
 - a. Facts which form the basis for the assertion that the person is a “person requiring treatment” and
 - b. Names and addresses of any known witnesses.
8. Once the subject has been turned over to a health care facility - *and the individual has been accepted into the facilities custody* – officer(s) may clear after having completed all necessary forms and/or petitions.
9. Officers shall complete an incident report for all involuntary commitments/protective custody incidents.

E. Court-Ordered Protective Custody

Upon receipt of a petition signed by a judge, physician, or licensed psychiatrist/psychologist, officers shall:

1. Notify a supervisor of the pick-up order.
2. Work with family or friends of the named subject to determine the expected compliance of the subject.
3. Determine the most suitable manner to approach the person.
4. ~~Make Attempt~~ contact with the person named in the petition and interact with them pursuant to the guidelines outlined in this policy.
5. ~~Attempt to~~ place the subject into protective custody and advise them they are not under arrest but under control of the court order for their safety.
6. ~~Advise Request Livingston~~ County EMS ~~to~~ transport the person to the hospital or preadmission screening unit as designated in the petition or to the nearest available hospital if no facility is designated in the petition.
7. ~~If EMS response is delayed, an officer may perform the transport themselves if they believe it can be safely accomplished in the following circumstances:~~

- a. Waiting for EMS is likely to upset the person.
 - b. Officers have a good rapport with the person and believe that patrol car transportation is in the best option.
8. Once the subject has been turned over to a health care facility - and the individual has been accepted into the facilities custody – officer(s) may clear.
 9. Complete an incident report.

F. Mental Health Referrals

1. There may be some instances where officers will make contact with a person who potentially may need mental health assistance but does not meet the requirements for involuntary commitment/protective custody nor wish to voluntarily commit themselves.
2. In such instances, officers should complete a Mental Health Referral form (Attachment B) and submit it to Community Mental Health Services of Livingston County for a follow-up by a mental health professional.

G. Training

1. All members of the department shall receive initial training on responding to persons suspected of being emotionally disturbed or who may be suffering from mental illness. This training at a minimum shall include review of the procedures contained in this policy, recognition of signs/symptoms of potential mental health issues and available mental health resources.
2. All members of the department shall receive refresher training on responding to situations involving individuals who are suspected of being emotionally disturbed or who may be suffering from mental illness at least once every three years.

Issued by:



Chief Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: **DRAFT**

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: Firearms			No. 300-26
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-26 (10/12/22)	MLEAC Standard(s): 1.10.1a, 1.10.2b, 1.10.2e, 1.10.2f, 1.10.2g
Effective Date: DRAFT			

I. PURPOSE

The purpose of this procedure is to establish guidelines for the care and use of firearms by Hamburg Township police personnel, the carrying and possession of firearms on and off duty, and the department firearms and qualification program. Only the Director of Public Safety shall have the authority to determine department-authorized weapons and ammunition to be utilized by department officers.

II. DEPARTMENTAL USE ONLY

This procedure is for department use only and represents an administrative guide for officers' decision-making processes and not as a standard for civil or criminal litigation. It should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to civil suits or administrative claims. However, violations of this procedure may form the basis for department administrative sanctions.

III. DEFINITIONS

- A. Range Instructor – A sworn officer of the department who is certified as an instructor in handguns and patrol rifles.
- B. Range Master – A range instructor, holding a supervisory rank, who is designated by the Director of Public Safety to oversee all department firearms and firearms training.

IV. AUTHORIZED FIREARMS TO BE CARRIED ON DUTY

- A. Department-Issued Handguns
 - 1. A department authorized or issued handgun, with a round chambered, shall be carried when officers are on duty. All magazines, whether in the handgun or carried on the officer's person, shall be loaded with the maximum number of rounds capable of being carried in the magazine.
 - 2. All handguns will be carried in a department-issued or department-

approved holster and in a safe and secure manner. The firearm should be concealed from public view while the officer is in civilian clothes, unless a badge is displayed around the neck or on the belt, except while inside the police building.

3. A department-issued firearm shall not be altered or modified in any material way without the prior approval of the ~~Director of Public Safety~~ Range Master. A modification takes place when any addition or deletion of any part of the firearm is made to, or upon, the firearm that changes it from the manufacturer's stock specifications or from the specifications present at the time it was issued.
- ~~4. Modifications which would not be permitted to be made to department owned on duty handguns will not be permitted to be made to privately owned designated off-duty weapons.~~
4. Any modifications to privately-owned off-duty handguns and on-duty backup handguns must be authorized by the Range Master.
5. Questions concerning the reliability and condition of firearms should be immediately brought to the attention of the Range Master or any Range Instructor. The Range Master will assist with the replacement of the department-issued firearm, if necessary.
6. Officers shall properly clean department-issued firearms prior to returning to duty after they have discharged their firearm for any reason.
7. Except when at the range or other off-site training, officers shall use the weapon clearing trap located in the east garage bay at all times when loading/unloading department-issued firearms or secondary/backup firearms.
8. Duty-issued handguns shall be inspected annually by a certified armorer.

B. Secondary/backup Firearms

1. Officers may carry a personally-owned firearm concealed on his/her person while on duty as a secondary/backup firearm provided it has been approved, qualified with, registered and is one of the following:
 - a. It must be either semi-automatic or revolver.
 - b. Handguns are prohibited that can only be fired by single-action.
 - c. Minimum barrel length: 1 7/8 inches.
 - d. Caliber not less than .380.
 - e. Capacity not less than 5 rounds.
 - f. The acquisition or possession without a license of any non-

departmental owned or approved fully automatic firearm, “short barreled” rifle/shotgun, or a firearm equipped with a silencer is unlawful and strictly prohibited.

2. Officers are required to register their backup firearm with the department Range Master prior to carrying it.
3. The Range Master will inspect the firearm before the recommendation for approval to carry on duty will be made to the Director of Public Safety.
4. The department approved secondary/backup firearm will not be altered or modified in any material way without the prior approval of the ~~Director of Public Safety~~. Range Master.
5. Officers are responsible for the maintenance, repair, or replacement of their secondary/backup firearm; including normal wear from department training sessions. It is also the responsibility of the officer to ensure the secondary/backup firearm is properly loaded, functional, and carried in a safe and secure manner.
6. The secondary/backup firearm will be carried in a department-approved holster.

C. Patrol Rifles:

1. Patrol rifles may be utilized as an additional tool available to authorized officers in situations where their handgun would otherwise be handicapped by distance and accuracy, or hindered by penetration power (body armor). Officers should use discretion when deciding to deploy a patrol rifle. Situations in which patrol rifles may be deployed include, but are not limited to:
 - a. An active shooting.
 - b. Rapid deployment situations.
 - c. Perimeter positions on a barricade.
 - d. Arrest of armed suspects.
 - e. Searching for armed suspects.
 - f. Sniper incidents.
2. Only department authorized and/or issued patrol rifles will be used or carried while on duty.
3. Only authorized and qualified officers have the authority to utilize patrol rifles.
4. All patrol rifles shall be loaded with department-issued and approved ammunition.

5. ~~Each patrol vehicle used on regular patrol duty will be equipped with a department issued patrol rifle~~ All qualified officers shall carry their patrol rifle while on duty.
- a. Marked patrol vehicles will have the patrol rifles mounted in a locking rack which will remain locked or in a department-approved case in the rear (SUV) or trunk of the vehicle unless the rifle is being used.
 - b. Officers will inspect and conduct a function check on their patrol rifles at the beginning of their tour of duty. Patrol rifles found to be defective in any way will be brought to the attention of a supervisor as soon as practical.
 - c. The magazine will be ~~fully~~ loaded with the number of rounds consistent with department training and no round chambered.
 - ~~d. The bolt will be forward on an empty chamber.~~
 - ~~e. The safety shall be "on" while locked in the rack.~~
 - ~~f. If equipped with a dust cover it will be closed while in the rack.~~
 - d. Patrol rifles will be carried in "car condition" while in the patrol vehicle as follows:
 - i. Bolt forward on an empty chamber.
 - ii. Properly loaded magazine inserted in the magazine well.
 - iii. Safety selector switch in the "Safe" position.
 - iv. Dust cover closed.
 - e. At least one (1) spare loaded magazine is to be carried when the patrol rifle is carried in a patrol car.
6. To chamber a round for use, officers will cycle the action by pulling the charging handle fully rearward then releasing; allowing the bolt to cycle forward.
7. The chamber of the patrol rifle shall be cleared and the magazine ~~fully~~ loaded pursuant to department training prior to replacing the weapon in the locking rack.
8. Patrol rifles shall be stored in the department armory at all times when not in use on patrol duty or other use authorized by the Director of Public Safety. When stored in the armory patrol rifles shall be locked in the wall-mounted gun rack in their designated slot. Patrol rifles shall be stored in the following conditions:
- a. No magazine inserted.
 - b. No round in the chamber.
 - c. Trigger depressed.
 - d. Weapon in "fire" position.
 - e. Bolt forward.

- f. Dust cover closed.
- 9. Patrol rifles shall be cleaned by officers after firing and will only be carried in a clean condition.
 - a. Department rifles will be inspected at least annually for safe operation and serviceable condition.
 - b. The Range Master, Range Instructors and certified department armorers are the only employees authorized to perform ~~cleaning~~ maintenance on department rifles outside of routine cleaning and oiling.
- 10. All personnel shall exercise extreme caution in the handling and firing of department rifles.

V. FIREARMS CARRIED OFF-DUTY

- A. Officers are not required to carry a firearm when off duty.
- B. Officers may carry any department-issued handgun off duty that they are authorized to carry on duty.
- C. Officers may carry a personally-owned handgun provided it has been approved, qualified with, and meets the following requirements:
 - 1. It must be either semi-automatic or revolver.
 - 2. Handguns are prohibited that can only be fired by single-action.
 - 3. Minimum barrel length: 1 7/8 inches.
 - 4. Caliber not less than .380.
 - 5. Capacity not less than 5 rounds.
- D. An off-duty firearm must be approved and recorded with the department to be carried as a second/off-duty firearm.
- E. Officers should consider the following factors when deciding whether to carry an off-duty firearm:
 - 1. Circumstances or locations where carrying or possession would otherwise be unlawful.
 - 2. Situations where it might be difficult to maintain exclusive control of the firearm at all times; such as participation in athletic events or physical activities.
 - 3. If there is a chance the officer will be consuming alcoholic beverages or using prescribed medication which might impair his/her physical or mental ability.

NOTE: State law prohibits the carrying or use of a firearm while intoxicated (under the influence), MCL 750.237.

- 4. The existence of any socially unacceptable situation.
- F. It shall be the responsibility of each officer to provide maximum security for all firearms in their custody, on and off duty.
- G. It is the responsibility of each officer to carry his/her off-duty weapon in a safe manner.
- H. Off-duty officers carrying firearms will comply with all rules, regulations, policies, procedures, orders and memos relating to the carrying and use of firearms, holsters and ammunition.

VI. AMMUNITION TO BE CARRIED ON AND OFF DUTY

Officers shall carry only department authorized and/or issued ammunition for use in their department issued or department approved, secondary/backup or off-duty firearms. Ammunition will be issued, inventoried, and accounted for by the Range Master.

VII. OFF-DUTY INTERVENTION

An off-duty officer may take reasonable and appropriate police action when encountering apparent criminal activity or circumstances deserving police attention. Officers are reminded that their police powers of arrest do not generally exceed the boundaries of the Township of Hamburg. Officers should identify themselves as police officers prior to taking any police action whenever feasible or prior to intervening in any apparent criminal activity. Intervention may range from active or aggressive intervention (termination of crimes and arrest of suspects) to careful observation and notification or communication with on-duty officers. In deciding the level of off-duty intervention, officers should be mindful of the tactical disadvantages of off-duty status, such as:

- A. No radio communication,
- B. No ballistic vest,
- C. No chemical agents, handcuffs, or other intermediate weapons,
- D. Lack of an identifiable uniform,
- E. Inability to make tactical plans prior to intervention, and/or
- F. Whether the officer is armed with an authorized firearm.

VIII. GENERAL FIREARMS SECURITY AND SAFETY

- A. Officers are responsible at all times, including while off duty, for the security of their firearm(s). Firearms not being carried or in the immediate physical control of the officer shall be secured in a manner that makes them inaccessible to anyone but the officer.
- B. Department-issued handguns shall be secured in the officer's locker if not in their possession while on duty in the police station.
- C. Patrol rifles shall be secured in the armory in the locking rack when not on duty unless authorized by the Director of Public Safety.
- D. Except when at the range or other off-site training, the loading, unloading and function checks of all firearms shall be conducted utilizing the weapon clearing trap located in the east garage bay.
- E. Except for the rifle mounted in the gun lock or case, firearms will not be left unattended in the passenger compartment of any department vehicle or any other vehicle unless the vehicle is locked and the weapon is secured out of plain view.
- F. When a vehicle is taken out of service, all firearms will be removed from the vehicle.
- G. When handling any firearm away from the range, the same precautions will be used as outlined in sections IX of this procedure.

IX. RANGE SAFETY RULES

- A. Four Cardinal Rules of Firearms Safety include:
 - 1. All firearms are always loaded.
 - 2. Keep the muzzle pointed in a safe direction.
 - 3. Keep your finger off the trigger and outside the trigger guard until you are on target and ready to shoot.
 - 4. Be sure of your target and backstop.
- B. General Range Safety Rules
 - 1. Only Range Instructors and officers involved in shooting a course of fire may be on the firing line during shooting. If others are present, they must

remain behind the firing line during a course of fire. All personnel who are on the range while firearms training is actively taking place shall wear the following safety equipment:

- a. Ballistic vest;
 - b. Protective earmuffs or plugs;
 - c. Safety glasses.
2. All instructions from the Range Instructor will be followed.
 3. Anyone observing an unsafe condition will call a “cease fire” and bring the condition to the attention of a Range Instructor.
 4. Shooters and participants who normally wear prescription glasses should wear them while firing in lieu of the safety glasses if the lenses are impact resistant. If safety equipment is not available, the training course(s) will not be fired.
 5. The inspection of any new firearm or previously unregistered secondary/backup/off-duty firearm will be conducted by a Range Instructor to determine the safety and identity of it prior to it being used in the training.
 6. All firearms not holstered will be pointed down range at all times unless they are made safe and inspected by a Range Instructor.
 7. No one will stand forward of the firing line at any time shooters are on the line.
 8. No “horseplay” will be tolerated.
- C. When unloading any firearm:
1. Place the safety in the “on” position, if available.
 2. Point the muzzle in a safe direction.
 3. Keep fingers outside the trigger guard.
 4. Remove the magazine or open the cylinder.
 5. Cycle the action several times or empty the cylinder and lock it open.
 6. Visibly check the chamber and/or magazine well to ensure that the firearm is empty.

- D. Officers will not handle their firearms unnecessarily. However, if circumstances occur and the firearm must be removed from the holster or rifle/shotgun locking rack or case and cleared, officers should understand that pointing the muzzle in a safe direction includes directing the muzzle at something that will stop and absorb the projectile should an unintentional discharge occur. Bullets can pass through walls, floors, or ricochet; causing injury or death to someone not seen in the immediate area.
- E. Following the “Four Cardinal Rules of Firearms Safety” will prevent firearms accidents while firearms are under an officer’s control. Accidents occur when a loaded firearm is left accessible to others. Accidents also take place when the officer is unfamiliar with the firearm. Range Safety Rules provide a procedure to follow for safety away from the range as well as at the range.
- F. Clearing Firearms
- ~~1. Leave the firearm holstered and remove the magazine.~~
 1. Draw the firearm and point it downrange, **remove the magazine from the firearm**, and cycle the slide several times to eject the chambered round.
 2. Visually inspect the chamber and magazine well to make sure the sidearm is empty.
 3. Release the slide to the forward position and replace firearm in the holster.
- G. While in the range building/pavilion, ~~officers may have reason to remove their firearm from their holster to record the serial number, clear the firearm, or to reload-it~~ **no firearm shall be removed from its holster without authorization from a Range Instructor**. Each time the firearm is removed, the officers will take precautions to ensure that the firearm is safely handled.
- H. Range Instructor may, for the purpose of inspection, maintenance, or function testing, carry a cleared firearm out of a holster in the range; provided that the slide is locked back, the cylinder is open **or a chamber block is inserted in the firearm**.
- I. Firearms newly purchased by officers or firearms without holsters will be transported to the range unloaded in a box or encased.
- J. Officers will follow the instructions of the Range Instructor as to when to load their firearms for training.
- K. Upon completing a training session at the firing line, officers will leave the line with the firearm holstered.
- L. Cleaning Firearms

1. Immediately before cleaning firearms, firearms will be cleared.
2. Immediately after cleaning and reassembly of the firearm, officers will function check the firearm and return their firearm to the holster before leaving the area.

~~H. Loading Firearms~~

- ~~1. Load magazines with the proper number of rounds.~~
- ~~2. With firearm in the holster, insert a magazine and assure it is properly seated.~~
- ~~3. Draw the firearm and point it downrange, when it is not in use, and cycle the slide to chamber a round.~~
- ~~4. Place the loaded firearm in the holster.~~
- ~~5. Remove the magazine, place the additional round in the magazine, and reinsert the magazine in the firearm.~~

M. Handling of Patrol Rifles

Officers handling patrol rifles at the range will immediately inspect the chamber and magazine to ensure the weapon is empty. Patrol rifles carried at the range (other than on the firing line when prepared to fire) shall be carried as follows:

1. The safety shall be in the “on” position.
2. The action shall be open (bolt back) without a magazine in the magazine well.
3. The patrol rifle shall be slung utilizing the sling, when available, with the muzzle pointed ~~downward~~. **pointed in a safe direction.**

N. Clearing of Patrol Rifles

Patrol rifles shall be cleared on the firing line in the following manner:

1. Point the muzzle in a safe direction down range.
2. The safety shall be in the “on” position.
3. Remove the magazine from the magazine well.

4. With the ejection port pointed downward, cycle the charging handle rearward and note if a round was ejected from the chamber.
5. Hold the bolt open and visually verify that the chamber is empty.
6. Lock the bolt open by utilizing the bolt catch.
7. Retain any ejected rounds of ammunition.

X. FIREARMS USE RESTRICTIONS

- A. All firearms, regardless of whether they are owned privately or by the department, shall be used in a lawful manner at all times.
- B. Warning shots shall not be fired by any member of the department.
- C. Firearms shall not be discharged for the purpose of dispersing crowds.
- D. Officers shall never draw or display their firearm except when necessary for official use. Firearms shall not be drawn or displayed for the purpose of identification.
- E. While in civilian clothes, officers should not carry or wear their handgun in such a manner as to conspicuously expose it to view without having a badge on display while being outside the police building.
- F. Firearms may be used to dispose of injured/sick wild animals.
- G. No officer shall be in possession of or use a firearm while intoxicated.

XI. FIREARMS TRAINING, QUALIFICATIONS, AND INSPECTION

- A. Training
 1. Officers shall participate in departmental firearms training programs and attain the minimum qualification scores required.
 2. Officers ~~must bring their on-duty firearm and their registered off-duty/second firearm each time they attend a departmental firearm training program~~ shall bring all necessary firearms and equipment as required by Range Instructors. The Range Instructor who sends out the department notice of firearms training/qualifications shall indicate in the notice what firearms/equipment is required.
 3. ~~Officers shall qualify annually with their on-duty handgun, off-duty/second firearm and patrol rifles.~~

Officers must pass the Michigan Commission on Law Enforcement Standards (MCOLES) course of fire at least annually and complete all other firearms training required by the department.

4. Officers with documented medical restrictions (which include firearms training) will not participate in firearms training.
5. If officers are qualifying their off-duty/secondary firearm, they must supply the approved range ammunition if not supplied by the department.

B. Responsibilities of Personnel Involving Training Attendance

1. Supervisors shall:
 - a. Schedule all officers for firearms training as required.
 - b. Monitor the attendance of all officers who are scheduled for firearms training and immediately reschedule those who were unable to attend.
 - c. Ensure that all officers attend firearms training as scheduled unless the officer is specifically excused by the Director of Public Safety/designee.
2. Officers shall:
 - a. Attend firearms training as scheduled or required by their supervisor.
 - b. Immediately report to their supervisor any firearms training sessions they are unable to attend or will not be able to attend due to conflict of other duties.
3. Range Instructors shall:
 - a. Assist supervisors in rescheduling officers who were unable to attend scheduled firearms training sessions.
 - b. Schedule special firearms training sessions, if needed, to ensure attendance of all officers. Special sessions may be necessary due to officer vacations, other training, subpoenas, etc.
 - c. Issue ~~twelve rounds for each of the three magazines and one additional round to be chambered as needed to completely load the firearm for department issued/approved weapon~~ the necessary number of rounds to sufficiently load three (3) handgun magazines and chamber a round.
 - d. Ensure that an officer with an off-duty/secondary firearm brings

the firearm(s) and authorized ammunition if not supplied by the department to each training session. If an officer does not comply, that weapon is not to be carried as an off-duty/secondary firearm until the next time the officer can qualify with it at a firearms training session.

- e. Ensure that the off-duty/secondary firearm is functional and if a firearm is found to be malfunctioning, immediately notify the officer that he/she cannot carry the firearm as an off-duty or secondary firearm until it is repaired and returned to the range for inspection.

C. Failure to Attend Firearms Training

1. All officers are required to attend all firearms training sessions to which they are assigned unless excused by the Director of Public Safety/designee.
2. Range Instructors shall notify a supervisor of officers that failed to make their scheduled firearms range assignment that do not have a known excused absence.
3. Unexcused absences may be handled with disciplinary actions.

D. Qualification

1. Officers shall qualify at least once during each calendar year in the ~~department's~~ MCOLES's qualification course. Officers shall qualify with their firearm(s), shoulder weapon(s) and their secondary/backup/off-duty firearm. Officers shall achieve a minimum passing score in the MCOLES qualification course of fire.
2. All weapon qualifications and training shall only be conducted by a Range Instructor certified in the weapon system being qualified with.

E. Failure to Qualify

1. The Range Instructor conducting the firearms qualification shall notify the Deputy Director – Police whenever an officer fails to qualify.
2. The Range Instructor will attempt to determine the reason for non-qualification. The officer failing to qualify will be rescheduled for a second qualification training session and placed on administrative duty pursuant to Public Safety SOP #300-59: *Administrative Duty/Leave*.
3. If, after the second session, the officer fails to qualify, the officer will

remain on administrative duty for a period not to exceed 10 days. During this time period, the officer shall receive extensive training at the firearms range in an attempt to have the officer qualify.

4. If, after ten days on administrative duty, the officer has not qualified, a detailed report shall be submitted by the Deputy Director to the Director of Public Safety for administrative action. Failure to qualify may result in disciplinary action up to and including termination.

F. Firearms Inspection

1. Officers shall have all department-issued firearms and authorized off-duty/backup weapons visually inspected for functionality by a department armorer on an annual basis. The armorer conducting the inspection shall document their findings on the manufacturer's form to include but not limited to: damaged/replacement parts, state of cleanliness and wear on the weapon from use.
2. Department-issued firearms which fail inspection shall be removed from service. A replacement firearm will be issued to the officer until the removed firearm has been repaired.
3. Personally-owned off-duty/backup weapons which fail the functionality inspection shall be prohibited from authorized use. It shall be the responsibility of the individual officer to have their firearm repaired and the firearm must pass an inspection by a department armorer prior to the weapon being authorized for use again.
4. Department firearms instructors will confirm the zero on all department-issued patrol rifles on an annual basis.

G. Officer Responsibility upon Returning from Limited Duty

1. Officers returning from limited duty which caused them to miss the annual qualification session for departmental firearms may be required to qualify prior to assuming full duty status.

H. Reserve Firearms Training

1. All reserve officers will qualify and be held to the same requirements as the sworn full-time officers.

XII. WRITTEN REPORTS REQUIRED

- A. Whenever a department issued or department approved and registered secondary/backup/off-duty firearm is discharged by police personnel under any

circumstances other than authorized animal terminations, training exercises at the range, lawful hunting, or lawful recreation, the officer shall report the circumstances to a supervisor immediately. If no other report would otherwise be written, a report shall be initiated detailing the incident.

- B. The supervisor shall immediately investigate the use to determine if it was accidental or intentional and the circumstances involved. A copy of the involved officer's report, along with a copy of the supervisor's report, shall be submitted forthwith to the Director of Public Safety/designee.

XIII. RESPONSIBILITIES OF RANGE MASTER


It shall be the responsibility of the designated Range Master to:

- A. Maintain a current inventory of all firearms in the possession of the department.
- B. Issue all firearms and ammunition to members of the department.
- C. Document the issuance of all firearms.
- D. Maintain an inventory of department ammunition.
- E. Make recommendations to the Director of Public Safety for the replacement of firearms and ammunition.
- F. Oversee the purchase of all authorized firearms, ammunition and range equipment.
- G. Oversee the department's firearms qualification training program including maintaining firearms training/qualification records for all officers.

XIV. OFFICERS ASSIGNED TO OTHER AGENCIES

Officers of this department assigned to or assisting other law enforcement agencies shall follow the guidelines established in this procedure.

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: Officer Uniform and Appearance			No. 300-53
Distribution: POLICE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 300-53 (10/12/22)	MLEAC Standard(s): N/A
Effective Date: Draft			

I. PURPOSE

The purpose of this procedure is to establish guidelines regarding officer appearance and dress code.

II. STANDARD POLICE UNIFORM

- A. Officers assigned to wear a uniform shall wear a complete uniform, including all equipment, at all times during their tour of duty, unless otherwise directed. The uniform may be worn on other occasions when directed or authorized by a command officer.
- B. Uniform clothing issued by the department and approved by the Director of Public Safety will be the only authorized uniform, unless otherwise provided in this procedure.
- C. Uniform clothing will not be worn in conjunction with civilian attire.
- D. The uniform will not be worn while performing any personal activity which would tend to bring the department into disrepute.
- E. All uniforms, accessories, and components worn by a uniformed employee must be kept clean and/or polished, and properly maintained.
- F. Shirts
 - 1. Officers have discretion as to when wear long-sleeve or short-sleeve standard uniform shirts throughout the year as long as it is appropriate for the weather conditions.
 - 2. The top button of both short-sleeved and long-sleeved shirts shall be unbuttoned at all times.
 - 3. Officers may only wear a navy blue or black t-shirt that is visible under their uniform shirt.
 - 4. Officers may wear an authorized navy blue turtleneck under their long-sleeve uniform shirt.
 - 5. Standard uniform shirts shall have the department patch on each shoulder.
 - 6. The following shall be worn on standard uniform shirt:

a. Badge

The official department-issued badge shall be worn centered directly above the left breast pocket of the uniform shirt.

b. Name Plate

The nameplate shall be worn on the uniform shirt and centered on the top seam of the right breast pocket.

c. Whistle/Whistle Chain

- i. All officers will be issued a whistle.
- ii. The whistle chain shall be attached to the uniform shirt from the right shoulder epaulet button with the whistle placed inside the right breast pocket of the uniform shirt.

d. Rank Insignia

- i. Sergeant chevrons are to be affixed to both sleeves and centered $\frac{1}{4}$ inch below the shoulder patch.
- ii. The rank insignia of supervisory officers shall be affixed to the collar of the uniform shirt parallel with the sloping edge of the collar.

e. Merit Award Ribbons

Merit award ribbons shall be worn in accordance to the standards set forth in Public Safety SOP #300-67: *Awards and Citations*.

NOTE: Whistle/whistle chain and merit award ribbons shall not be worn when wearing an exterior vest carrier.

G. Jackets

1. Officers shall only wear department-issued jackets while on duty.
2. Jackets shall have badge, shoulder patches and sergeant chevrons and/or rank insignia, as appropriate.

H. Sweaters

1. Only an authorized sweater will be worn.
2. A uniform shirt or turtle neck (navy or black) shall be worn under the sweater.

I. Ballistic Vests

1. All police officers will be issued a ballistic vest.
2. The ballistic vest shall be worn while in uniform with the following exceptions:
 - a. Officers that are assigned within police buildings (i.e., desk duty).
NOTE: Officers must wear their vest when leaving police buildings unless authorized by the Director of Public Safety.
 - b. Uniformed personnel who are conducting or participating in training in a classroom setting (if different than a police building).
NOTE: The supervisor in charge of training will make the determination if the vest shall be worn with the general guideline that the vest be worn when there is a reasonable expectation that the officer may be called upon to perform a police function.
 - c. Uniformed personnel who are conducting or participating in a ceremonial activity, public meetings, or school functions as authorized by the Director of Public Safety.
 - d. Officers working marine patrol on a department watercraft.
3. While in uniform, officers will wear their vest to and from training and on breaks away from the training site.
4. Officers shall be responsible for the cleaning and maintenance of their issued vest per manufacturer instructions.
5. Officers are permitted to wear their ballistic vest on top of their uniform shirt in a department-approved exterior carrier. Officers shall be responsible to seek replacement for their exterior carrier if it becomes faded or worn to the point that it presents an unprofessional image.

J. Footwear

Officers shall wear plain (no pattern) black tie shoes or boots that are cleaned and shined. Laces will be black. Cowboy type boots, athletic shoes, and loafers are prohibited.

K. Leather Gear and Equipment

1. Belts

- a. The garrison belt shall be worn overtop of a pant belt and secured together by belt keepers.
- b. Belts shall be kept clean, polished and properly maintained.

2. Duty Equipment

- a. Only department-authorized equipment may be worn on the garrison belt.
- b. The wearing of the garrison belt and the attached authorized gear is optional for personnel who are assigned duties inside the station. These officers may carry an authorized firearm in a department approved holster in place of the garrison belt.

NOTE: When leaving police buildings in uniform, the garrison belt and ballistic vest must be worn unless authorized by the Director of Public Safety.

L. Head Gear

1. The wearing of the uniform hat with badge will be optional in most cases. There will be times, however, when protocol will require hats be worn (e.g., funerals, parades, etc.). The uniform hat will be worn in a straight-away manner.
2. The uniform hat with badge will only be worn with the authorized shirt, sweater, and/or jacket.
3. Plastic hat covers may be used only during inclement weather.
4. Department-approved knit hats may be worn during cold weather; especially if the officer will be out of the car for an extended period of time.
5. Only department-provided or approved motorcycle helmets shall be worn when on motorcycle patrol.
6. Officers may wear a department-issued baseball hat while working road patrol duties.

M. Ties

1. Ties may only be worn when attending formal ceremonies, funerals, etc.
2. Tie and Tie Clip
 - a. Ties shall be worn with long sleeved shirts, centered to cover buttons.
 - b. The tie clasp shall be placed far enough into the shirt to be hidden

from sight.

- c. The tie clip shall be worn centered on the tie and even with the bottom of the breast pocket flap.
- d. Tie clips shall be professional in nature. Officers shall not wear a tie clip that is offensive, obscene, controversial or which brings the department into disrepute.

N. Raincoats

Only department-issued or approved raincoats may be worn by uniform personnel.

O. Traffic Safety Vests

Traffic safety vests will be issued to each marked patrol vehicle and shall be worn in accordance with the guidelines of Public Safety SOP #500-51: *Traffic Safety Vests*.

III. EXCESSIVE HEAT UNIFORM

- A. Officers may (optional) wear department-issued navy blue polo shirt and BDU pants on road patrol during periods of excessive heat (as a general rule, this would be when the forecasted high temperature for the day is 90 degrees or hotter).
- B. Partners shall wear the same uniform for the day.

IV. SPECIAL EVENT/DETAIL UNIFORM

A. Marine Patrol Detail

- 1. Officers working marine patrol details shall wear the department-issued tan polo shirt with department-issued navy blue shorts or BDU pants, as appropriate for weather conditions.
- 2. Officers shall at a minimum wear their duty weapon, holster and handcuffs while working marine patrol.
- 3. Officers may wear a department-issued baseball hat while on marine patrol.
- 4. Officers shall wear footwear while on the boat. The footwear can be more casual than that required for patrol duties but must be professional in nature and must allow the officer to adequately perform their duties.
- 5. The wearing of ballistic vests is optional while on the boat, however, ballistic vests shall be carried with officers while on marine patrol and be readily available.

B. Lakelands Trail Detail

1. Officers working the Lakelands Trail detail, whether on a bicycle or Utility Vehicle, shall wear the department-issued tan polo shirt with department-issued navy blue shorts or BDU pants, as appropriate for weather conditions.
2. Officers shall at a minimum wear their duty weapon, holster, handcuffs and prep radio while working the Lakelands Trail detail.
3. Officers may wear a department-issued baseball hat while on the Lakelands Trail detail.
4. Officers shall wear their ballistic vests while working the Lakelands Trail detail.

C. Special Events

1. Officers working large special events, such as the Hamburg Family Funfest, shall wear the department-issued tan polo shirt and navy blue BDU pants.
2. Officers working special events shall wear their garrison belt with authorized equipment.
3. Officers may wear a department-issued baseball hat while working special events or details.
4. Officers shall wear their ballistic vests while working special events or details.

D. Community Appearances

Officers representing the department at community appearances such school presentations, homeowner association meetings, etc. shall wear their standard duty uniform and equipment unless prior approval is obtained from a supervisor.

V. **PLAINCLOTHES DUTY**

Members of the department assigned to duty requiring the wearing of civilian attire shall wear clothing appropriate for their assignment, except when otherwise directed by a commanding officer.

VI. **TRAINING ATTIRE**

Officers attending training shall wear attire in compliance with the requirements of Public Safety SOP #300-52: *Dress Code for Non-Uniform Personnel* unless otherwise notified by a supervisor.

VII. ACCEPTABLE COURT ATTIRE

Employees shall wear their police uniform or business attire to all Court proceedings, License Appeal Board Hearings, Liquor Control Commission and/or Civil Depositions.

A. Business Attire Defined:

1. Informal Traffic Hearings: dress slacks and collared shirts are acceptable.
2. Formal Traffic Hearings, District and Circuit Court: business suits (ties for men) are acceptable.

VIII. REPLACEMENT

Officers requesting replacement of department-issued uniforms and/or equipment shall obtain approval of a supervisor. The supervisor shall then forward the request to the Director of Public Safety or designee for final approval.

IX. HAIR REGULATIONS

A. Male uniform officer's hair shall conform to the following standards:

1. The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
2. Hair will not fall over the ears or eyebrows or touch the collar except for the closely cut hair at the back of the neck.
3. In all cases, the bulk of the length of hair will not be permitted to interfere with the wearing of department-issued headgear.
4. Sideburns are to be neatly trimmed and of an even width. The base will be a clean shaven horizontal line. Sideburns will not extend downward beyond the lowest portion of the earlobe.
5. The face will be clean shaven except for permitted mustaches and beards/goatees as outlined in this policy.
6. No portion of a mustache shall extend more than ¼ inch beyond a vertical line drawn upward from the corner of the mouth. If a mustache is worn, it will be kept neatly trimmed and will be located entirely above the upper lip and portions of a mustache shall not fall below the corners of the mouth.
- ~~7. Goatees or beards are not authorized.~~
7. Beards and goatees are permitted subject to the following:
 - a. Beards/goatees must be professional in appearance. Beards/goatees shall be neatly kept and appropriately trimmed (generally no longer than a ¼ inch).
 - b. Beards/goatees must be symmetrical in appearance (no part can be longer or shorter than any other part of the beard/goatee) and be of a natural-looking color.

- B. Female uniform officer's hair shall conform to the following standards:
 - 1. The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance.
 - 2. A female officer's hair shall not extend below the bottom edge of the shirt collar.
 - 3. If longer hair is worn, it must be kept pinned up with barrettes, hair clips and/or a hair band.
 - 4. The bulk and length of hair shall not interfere with the wearing of department-issued headgear.
- C. Except when acting under proper and specific orders from a command officer or while assigned to an undercover assignment, officers on duty shall maintain a neat, well-groomed appearance and shall style their hair according to established department regulations.
- D. Officers assigned to special/limited duty assignments shall wear their hair in a clean, neat and combed manner.

X. JEWELRY AND ACCESSORIES REGULATIONS

- A. No more than two (2) rings will be allowed to be worn by uniformed employees during duty hours. Bracelets and necklaces may be worn, but the department is not responsible for any damage or loss of these items if worn. Necklaces must be concealed under t-shirts.

Note: For the purpose of this rule, an engagement and wedding ring combination shall be considered as one ring.

- B. Jewelry shall be worn in such a manner so as to be incapable of being grabbed by or otherwise accessible to prisoners and/or the public.
- C. Jewelry shall not be extreme in appearance and shall be worn so as to present a professional appearance.
- D. Earrings for female officers shall be post-style or hoops less than ½ inch in diameter.
- E. Employees may wear sun glasses that are conservative in appearance and design. The Director of Public Safety reserves the right to prohibit certain colors and styles.
- F. Cosmetics, if worn, shall be subdued and blended to match the natural skin color.

XI. FINGERNAIL REGULATIONS

- A. Fingernails shall be maintained at a length so as to not interfere with the employee's duties, handling of prisoners, or use of equipment.
- B. Male employees may not wear fingernail polish of any type. Female employees may wear fingernail polish that is professional and of a subdued color.

XII. TATTOO AND SIMILAR BODY MODIFICATION REGULATIONS

- A. While on duty or otherwise representing the department, members shall not display visible tattoos, body art, branding, or intentional scarification that is offensive, obscene, advocates or symbolizes gang, supremacist, or extremist group affiliation, drug use, nudity, or sexual acts.
- B. Members shall not otherwise have any tattoos, body art, branding, or intentional scarification on the head, face, neck, scalp, arms, hands, or other visible area unless approved by the Director of Public Safety.

Issued by:



Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: April 16, 2019.