



Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



TO: Hamburg Township Board
FROM: Chief Richard Duffany
DATE: April 27, 2023
RE: Agenda Item Topic: **Updated Public Safety SOPs**
General Ledger #: N/A
Number of Supporting Documents: 3
NEW/OLD BUSINESS: **XXX** New Business

Requested Action

- Motion to approve Hamburg Township Public Safety SOPs #100-07: *UAS Team*, #300-10: *Interviews & Interrogations* and #300-80: *Use of Naloxone (Narcan)*.

Background

Three Public Safety SOPs are being submitted to the Township Board for review and approval. SOP #100-07: *UAS Team* is being updated following a review by the UAS Team Coordinator. Changes in the policy are highlighted.

SOP #300-10: *Interviews & Interrogations* and SOP #300-80: *Use of Naloxone (Narcan)* are new policies which are required as part of the Accreditation process.

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: Unmanned Aerial Systems (UAS) Team			No. 100-07
Distribution: All Personnel	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: 100-07 (8/8/22)	MLEAC Standard(s): N/A
Effective Date: DRAFT			

I. PURPOSE

The purpose of this policy is to establish guidelines for the use of Unmanned Aerial Systems (UAS) by members of the Hamburg Township UAS Team and for the storage, retrieval and dissemination of images and data captured by UAS Team members.

II. POLICY

It is the policy of the Hamburg Township Public Safety Department to utilize Unmanned Aerial Systems to aid police officers and firefighters in the course of their duties. UAS can be essential in documenting fire and crime scenes, assisting in search and rescue missions, managing armed barricaded subject scenes, locating fleeing suspects, documenting crash scenes and providing real time video of active scenes for the purpose of enhancing situational awareness and tactics.

III. APPLICATION

A. This operational procedure constitutes Township policy and is not intended to enlarge the employer’s or employee’s civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer’s or employee’s legal duty as imposed by law.

IV. DEFINITIONS:

- A. **Air Boss** – Refers to an on-scene licensed pilot, who is not in control of a UAS, responsible for coordination of multiple UAS flights occurring during an incident.
- B. **Flight Register** – A document used for each UAS deployment which contains flight log information, pre-flight checklist and post-flight checklist.
- C. **Hamburg Township Unmanned Aerial System Team** - A group of Hamburg Township police officers and firefighters, specifically trained in the use and

deployment of UAS, operating as a joint team.

- D. **Part 107** – Refers to Title 14, Chapter 1, Part 107 of the Code of Federal Regulations. 14 CFR 107: Small Unmanned Aircraft Systems (sUAS).
- E. **Remote Pilot in Command (RPIC)** - A member who holds a remote pilot certificate with a sUAS rating and has the final authority and responsibility for the operation and safety of a sUAS operation conducted under Part 107.
- F. **Small Unmanned Aircraft** - An unmanned aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft.
- G. **Small Unmanned Aircraft System (sUAS)** - A small unmanned aircraft, as defined herein, and its associated elements (including communication links and the components that control the small unmanned aircraft) that are required for the safe and efficient operation of the small unmanned aircraft in the national airspace system.
- H. **Unmanned Aerial System (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (UAS) and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.
- I. **Visual Observer (VO)** - A person who assists the remote pilot in command and the person manipulating the flight controls of the small UAS (if that person is not the remote pilot in command) to see and avoid other air traffic or objects aloft or on the ground.

V. **PRIVACY**

- A. Township-owned UAS may be utilized to enhance the mission of the department in protecting lives and property. Any use of an UAS will be in strict accordance with constitutional and privacy rights as well as all Federal Aviation Administration (FAA) rules and regulations.
- B. The use of UAS systems can involve privacy considerations. Without a warrant or exigent circumstances, operators and observers shall adhere to FAA regulations and shall never intentionally record or transmit images of any location, person or property where there is a reasonable expectation of privacy (e.g. residence, yard enclosures). Operators and observers shall take all necessary and responsible actions and precautions to avoid recording or transmitting images of areas where a reasonable expectation of privacy exists.

- C. Under no circumstances shall any Township-owned UAS be used to conduct random, arbitrary or general surveillance of the public at large. All UAS deployments shall be documented in accordance with this policy and be strictly tailored to meet a specific legitimate law enforcement or fire service purpose.

VI. UAS TEAM

The Hamburg Township UAS Team is a joint venture between Hamburg Township police officers and firefighters. It is one team with one mission working under a unified set of rules and philosophy under the direction of the Director of Public Safety.

- A. UAS Team Mission Statement – The mission of the Hamburg UAS Team is to provide airborne support to police and fire operations in a safe, professional and transparent manner in order to enhance the protection of life and property, increase situational awareness and increase the overall quality of life in Hamburg Township.

- B. UAS Team Coordinator

The Director of Public Safety shall appoint a Team Coordinator and Assistant Team Coordinator from among the UAS Team members, one person from each division of the department (police and fire). The Team Coordinator shall report to the Director of Public Safety and shall be responsible for the administrative management of the UAS Team. The Team Coordinator will have the following responsibilities:

1. Serving as the primary point of contact for UAS Team members from their respective department related to all UAS Team matters.
2. Working in conjunction with the Assistant Team Coordinator to ensure open communication and consistency among team members.
3. Ensuring UAS Team policies and procedures conform to current laws, regulations and best practices of UAS operation.
4. Coordinating FAA Certificate of Waiver or Authorization (COA) application process, ensuring COAs are current and informing all members of current COA status.
5. Ensuring all authorized operators have completed all required FAA and department training and have reviewed applicable laws, policies and procedures applicable to the UAS Team.
6. Ensuring maintenance of all UAS equipment.
7. Providing recommendations for the procurement of UAS equipment.
8. Ensuring inspections and airworthiness of Township-owned UAS are completed and documented.
9. Ensuring all Township-owned aircraft are properly registered and maintaining documentation of the registrations.
10. Ensuring that all UAS Team flight registers are properly maintained.
11. Working in conjunction with the training officers of the police and fire departments to schedule UAS Team training events.

12. Overseeing and documenting training activities of UAS Team members.
13. Ensuring that all photographs/videos captured by UAS Team members are properly uploaded to the designated server in accordance with this policy.

C. UAS Team Assistant Coordinator

The Assistant Team Coordinator shall work closely with the Team Coordinator to ensure that the mission, goals and objectives of the UAS Team are successfully implemented and carried out. The Assistant Team Coordinator shall serve as the primary point of contact for UAS Team members from their respective department related to all UAS Team matters and shall assume the role/responsibilities of Team Coordinator in the absence of the Team Coordinator.

D. UAS Team Eligibility

In order to maintain their eligibility on the UAS Team members shall:

1. Complete and maintain all necessary FAA Part 107 training, including holding a current, valid Federal Aviation Administration “Small Unmanned Aircraft System (sUAS)” rating.
2. Be familiar with all Township-owned aircraft and their functions.
3. Complete all training and proficiency requirements as established by the Team Coordinator.
4. Be in good standing with their respective department.

VII. USE/DEPLOYMENT

- A. Only Hamburg Township UAS Team members with an active sUAS Rating or Temporary Certificate shall be permitted to operate any sUAS owned by Hamburg Township. This does not include prospective members in the course of training, however, a FAA licensed UAS Team member will be physically present and readily available to manipulate the sUAS controls in case of an emergency.
- B. Hamburg Township UAS may be deployed when the system is necessary to protect life or property or when deemed necessary to aid police officers or firefighters in the course of their duties.
- C. As a general policy, the use of privately-owned UAS systems by members of the UAS Team for official job-related deployments is prohibited. An exception to this prohibition is authorized when no Township-owned UAS is readily available and the circumstances are such that they necessitate an immediate UAS deployment in order to avoid the imminent loss of life.

NOTE: The term “privately-owned” as used in this policy does not include UAS from

other government agencies or UAS which are on loan from the manufacturer or supplier.

- D. The use of vision enhancement technology (e.g. thermal imaging and other equipment not generally available to the public) is permissible only during the course of duty when there is no reasonable expectation of privacy or when in compliance with a lawful search warrant or court order.
- E. Unless an appropriate waiver has been obtained from the FAA, Township-owned UAS shall not be flown over populated areas of unprotected people (14 CFR 107.39 - Operation over human beings).

This prohibition does not include any non-civilian personnel related to the current mission of the UAS.

~~F. UAS Team members shall work in conjunction with and under the direction of the on-scene Incident Commander at all times during a deployment. While UAS Team pilots are responsible for the actions taken by the UAS during flight, the Incident Commander has final authority and responsibility on all other operational matters including the following:~~

- ~~1. Approving deployment of Township-owned UAS.~~
- ~~2. Approving the number of UAS aircraft to be deployed.~~
- ~~3. Approving which UAS Team members shall be utilized.~~
- ~~4. Approving and coordinating requests for mutual aid from outside agencies for additional UAS at Hamburg Township incidents.~~
- ~~5. Terminating use of UAS at an incident.~~

F. UAS Team members shall work under the direction of the on-scene Incident Commander at all times during a deployment to ensure unity of command. However, it is essential for the success of the mission and the safety of public safety personnel and the public that the Incident Commander and UAS Team members work in conjunction with each other. In order to facilitate this collaborative effort, the following shall be adhered to:

- 1. The Incident Commander has the authority and responsibility for approving the initial deployment of the UAS Team as well as the final authority for terminating use of the UAS Team at a scene.
- 2. Due to their training and expertise, the Team coordinators or RPIC on scene, if no coordinators are available, have the final authority to make the following UAS Team operational determinations:
 - a. If weather or other conditions make it unsafe to deploy UAS.
 - b. Type and number of Township-owned UAS to be deployed.
 - c. Number of UAS Team members to be deployed.
 - d. Which UAS Team members shall be utilized for the deployment.
 - e. Operational capabilities and adherence to this policy and all local and federal laws during flight operations.

- G. Prior to deployment of the UAS, pilots shall discuss the operation objectives with the Incident Commander or Officer in Charge of the event. During flight operation the RPIC or VO will have radio communications on a designated frequency with the Incident Commander/Officer in Charge to provide updates of the operation and hazards. In the event that multiple UAS's are part of the operation, the designated Air Boss shall assume responsibility of communications between the multiple pilots and Incident Command.
- H. Prior to deployment of the UAS, a pre-flight check of the UAS shall be completed by the RPIC in accordance with the manufacturer's recommendations and applicable FAA regulations utilizing the Hamburg Township UAS Team Flight Register form (see Appendix).
- I. UAS Team members may often be in a position where they are utilizing the UAS at a scene under the command of the other division (i.e., police officer may be operating the UAS at a fire scene or a firefighter may be operating the UAS at a police incident). In these situations, UAS Team members shall follow the directions of the Incident Commander regardless of the division (police or fire) of the Incident Commander. Failure to follow the directions of any Incident Commander, regardless of whether they are police or fire, shall be deemed a violation of this policy.
- J. UAS Team members may deploy Hamburg Township UAS systems in a mutual aid capacity at the request of another agency after receiving approval from a supervisory officer from their department. It is the RPIC's responsibility to ensure adherence to this policy and all local and federal laws during any operation in a mutual aid capacity.
- ~~1. The Deputy Director – Fire is authorized to establish procedures for the automatic mutual aid response of fire personnel (UAS Team members) pursuant to duly executed mutual aid agreements.~~
- K. UAS team members shall remain constantly mindful of current and forecasted weather conditions in relation to the capabilities of the UAS and the capabilities of the RPIC when deploying UAS. Weather conditions (e.g. wind, precipitation and cloud cover) can change rapidly and degrade the performance of the UAS. Weather reports shall be gathered from a reputable source (e.g. local airport or drone related weather mobile applications or websites). The source and most current conditions will be documented on the Hamburg Township UAS Flight Log.
- L. Although not required, UAS team members should utilize a Visual Observer (VO) whenever practical. The VO should be a licensed sUAS Part 107 Pilot. VOs can be important on large scenes and during rapidly or adverse weather conditions.

- M. The RPIC will not under any circumstances leave an unauthorized person in charge of the UAS controls while the propeller motors are running. If it is necessary for the pilot to leave the UAS the propellers will be shut down and the controls deactivated.
- N. Pilots will strictly adhere to this policy and to applicable Federal Aviation Administration (FAA) rules and regulations at all times when operating a UAS unless exigent circumstances exist requiring deviation to avoid potential loss of life or serious bodily injury.
- O. A post-flight inspection of the UAS shall be completed by the RPIC at the conclusion of every deployment. The post-flight inspection is to verify that the aircraft and Ground Control Station are undamaged and ready for the next flight.

VIII. PROHIBITED USE

No member of the Hamburg Township UAS Team shall use any UAS under any circumstances:

- A. To conduct random, arbitrary or general surveillance of the public at large.
- B. To target a person based solely on individual characteristics, such as but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- C. To harass, intimidate or discriminate against any individual or group.
- D. To deploy any type of projectile, chemical agent or weapon.
- E. For personal business or other non-Township use of any type while on duty.

IX. ACCIDENT REPORTING

- A. The RPIC shall as soon as practical notify the Incident Commander and Team Coordinator of any UAS operation that results in any bodily injury, property damage or damage to the UAS.

Note: For incidents occurring where there is no Incident Commander (such as training), the RPIC shall assume the responsibilities of the on-scene Incident Commander until relieved by a higher-ranking officer.

- B. The Team Coordinator shall ensure that the Director of Public Safety is notified as soon as practical of any reported bodily injury, property damage or damage to the UAS resulting from a Township-owned UAS deployment.
- C. Within 10 calendar days of a deployment resulting in serious bodily injury (hospitalization), loss of consciousness or property damage exceeding \$500.00

(not including the UAS) the RPIC shall file the required report with the FAA (14 CFR 107.9).

- D. In any UAS deployment resulting in death,
1. The Incident Commander shall ensure that the Director of Public Safety and Team Coordinator are immediately notified.
 2. The Incident Commander shall secure the crash scene site and any involved UAS.
 3. The RPIC shall immediately file a report with the FAA.
 4. The Director of Public Safety shall request an investigation of the incident by an outside law enforcement agency.

X. RETENTION OF DATA

- A. All photographs and/or videos obtained by UAS Team members shall be uploaded to a Township server in a location accessible to ~~both police and fire department personnel.~~ public safety personnel as authorized by the Director of Public Safety.
- B. Photographs and/or videos having potential evidentiary value in any criminal proceeding shall be uploaded to a secure police server by the Officer in Charge of the case in accordance with department policy concerning collection and retention of evidence.
- C. Photographs and video collected by UAS Team members having potential evidentiary value shall be retained in accordance with departmental policy and the State of Michigan Records Retention Schedules.
- D. Photographs and video collected by UAS Team members having no apparent evidentiary value (such as photographs/videos acquired during training) shall be retained for thirty (30) days and then purged from the server.

XI. TRAINING AND PROFICIENCY

- A. UAS Team members must maintain currency in all UAS systems in order to be readily available for deployments. Team members shall demonstrate proficiency operating each UAS system in flight including but not limited to:
1. Emergency procedures
 2. Crew resource management
 3. Night-time flying
 4. All stages of flight continuum
 5. Pre-flight inspections

6. Flight operations
7. Post-flight procedures.

- B. ~~It is the responsibility of the Team Coordinator to develop a training program encompassing the required areas of proficiency and to develop a testing program and schedule. Team members must demonstrate proficiency in all areas of the UAS at least twice annually in order to maintain their currency.~~
- B. It is the responsibility of the Team Coordinator to develop a training program encompassing required areas of proficiency. Team members must demonstrate proficiency in all areas of the UAS at least twice annually in order to maintain their currency.
- C. Proficiency demonstrations will be determined by pilot's experience level and overall flight time. New members will be tested within six (6) months of their official start date on the team.
- D. Team members are required to regularly attend team training sessions developed and scheduled by the Team Coordinator. Team members unable to attend a scheduled training session shall notify the Team Coordinator in advance of the training day of their unavailability.

XII. DOCUMENTATION/INSPECTIONS

- A. All UAS Team members will complete a Hamburg Township UAS Team Flight Register for every flight including training. This information will be used for flight time tracking. Flight registers shall be completed within a reasonable time after each flight, generally by the end of the member's next regularly-scheduled shift, ~~This form will be~~ and be turned over to the UAS Team Coordinator for retention.
- B. The UAS Team Coordinator, or designee, shall ensure quarterly inspections of all UAS and completion the Hamburg Township UAS Team Inspection sheet. These documents shall be maintained on a shared drive on a Township Server accessible to both the police and fire departments. Any issues or damage with an UAS observed by any member at any time will be reported to the Team Coordinator or Assistant Team Coordinator as soon as possible and the UAS shall be immediately taken out of service by the member to ensure the safe operation and longevity of the UAS.

XIII. MAINTENANCE

- A. UAS Team members must successfully complete a manufacturer's maintenance training course, or Team Coordinator approved equivalent, in order to perform

any maintenance, including preventative maintenance, on any Township-owned UAS.

- B. All maintenance, preventative maintenance, servicing and repairs of Township-owned UAS shall only be performed by qualified UAS Team members, the manufacturer or an approved facility.
- C. The UAS Team Coordinator, or designee, shall ensure that all maintenance records are properly completed and retained. At a minimum maintenance records shall include a description of the work performed, the date of completion of the work performed and the name of the person performing the work. These documents shall be maintained on a shared drive on a Township Server accessible to both the police and fire departments.

XIV. ASSISTING OUTSIDE AGENCIES

Members assigned to an outside agency/team or providing mutual aid to any outside agency/team shall adhere to this policy.

XV. VIOLATIONS

Any member found to be in violation of this policy shall be subject to strict discipline, up to and including termination of employment.

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: Interviews & Interrogations			No. 300-10
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds: 200-5 (01/22/14) 200-6 (01/22/14)	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.

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. Interrogations of Juveniles

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 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 Detentions

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 utilizes two interview rooms within the police building, 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 in self-defense.
- 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 be secured/locked from the inside.
- 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: Use of Intranasal Naloxone (Narcan)			No. 300-80
Distribution: POLICE	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s):
Effective Date:			

I. PURPOSE

The purpose of this policy is to establish guidelines for police officers of the Hamburg Township Public Safety Department when utilizing intranasal naloxone (Narcan).

II. OBJECTIVE

Drug overdoses from prescription opioids and illegal opiate drugs are a major cause of preventable death. The objective in utilizing Narcan is to reduce fatal opioid/opiate overdoses.

III. POLICY

It is the policy of the Hamburg Township Public Safety Department for trained police officers to provide aid to any persons(s) who may be suffering from an apparent opiate/opioid overdose. Officers trained in accordance with this policy shall make a reasonable effort to use Narcan to revive victims of any apparent drug overdose.

IV. DEFINITIONS

- A. **Naloxone (Narcan):** an opioid receptor antagonist and antidote for opioid overdose produced in intramuscular, intranasal and intravenous forms. Narcan is the brand name for Naloxone.
- B. **Opiate:** Naturally derived from the poppy plant, such as heroin and opium.
- C. **Opioid:** Synthetic opiate drugs such as fentanyl, morphine, buprenorphine, codeine, hydromorphone, hydrocodone, oxycodone, methadone and oxycodone.
- D. **Opioid Overdose:** An acute condition including but not limited to extreme physical illness, decreased level of consciousness, respiratory depression coma, or death resulting from the consumption or use of an opioid, or another substance with which an opioid was combined, or that a layperson would reasonably believe to be an opioid-related drug overdose that requires medical assistance.

V. **Signs of Overdose:**

Indications that a subject is suffering from an opioid overdose includes, but is not limited to:

1. Pinpoint pupils, even in a darkened environment;
2. Depressed or slow respirations;
3. Difficulty breathing (labored breathing, shallow breaths);
4. Blue skin, lips or fingernails;
5. Decreased pulse rate;
6. Low blood pressure;
7. Loss of alertness (drowsiness);
8. Unresponsiveness;
9. Evidence of ingestions, inhalation, and injection (needles, spoons, tourniquets, needle tracks, bloody nose, etc.)
10. Blood-shot eyes; and,
11. Past history of opioid use/abuse.

VI. **LEGAL AUTHORITY**

- A. [Michigan Compiled Law 28.543](#) states that a peace officer may possess any opioid antagonist and may administer that opioid antagonist to an individual if both of the following apply:
 1. The peace officer has been trained in the proper administration of that opioid antagonist, and
 2. The peace officer has reason to believe that the individual is experiencing an opioid-related overdose.
- B. A police officer who in good faith believes that another individual is suffering the immediate effects of an opioid-related overdose and who administers an opioid antagonist to the other individual is not liable in a civil action for damages resulting from the administration [MCL 691.1503](#).

VII. PROCEDURES

- A. The Deputy Director of Police Operations or designee shall:
 - 1. Ensure that the Naloxone kits are current and not past expiration date.
 - 2. Ensure proper and efficient deployment of Naloxone for field use.
 - 3. Ensure that authorized officers are adequately trained in use and storage of Naloxone.
 - 4. Ensure that any use of Naloxone on a subject is documented in an incident report.
 - 5. Replace Naloxone kits that are damaged, unusable, expired or used.
- B. Only police officers trained in the use of Naloxone are authorized to administer Naloxone in the field.
- C. Officers shall follow protocols outlined in their Naloxone training. See [the First responder response](#) video for a short refresher as well as the quick start guide (Appendix A).
- D. When using Naloxone, police officers will maintain universal precautions against pathogens, perform patient assessment, and determine unresponsiveness, absence of breathing and/or pulse.
- E. Officer(s) will notify Central if Naloxone was administered so Central can inform responding Fire and EMS personnel.

VIII. Maintenance /Replacement

- A. Police Officers authorized to use Naloxone are responsible for assuring the medical bag they are using contains unexpired Naloxone.
- B. Missing or damaged Naloxone kits will be reported directly to the duty supervisor as well as written notification made to the Deputy Director of Police Operations.

IX. APPLICATION

This order constitutes department policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard or safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law.

Issued by:

A handwritten signature in black ink, appearing to read "Richard Duffany". The signature is fluid and cursive, with the first name "Richard" and last name "Duffany" clearly distinguishable.

Chief Richard Duffany
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT

NARCAN[®] (naloxone HCl) **NASAL SPRAY**

QUICK START GUIDE

Opioid Overdose Response Instructions

Use NARCAN Nasal Spray (naloxone hydrochloride) for known or suspected opioid overdose in adults and children.

Important: For use in the nose only.

Do not remove or test the NARCAN Nasal Spray until ready to use.

1 Identify Opioid Overdose and Check for Response

Ask person if he or she is okay and shout name.

Shake shoulders and firmly rub the middle of their chest.

Check for signs of Opioid overdose:

- Will not wake up or respond to your voice or touch
- Breathing is very slow, irregular, or has stopped
- Center part of their eye is very small, sometimes called “pinpoint pupils”

Lay the person on their back to receive a dose of NARCAN Nasal Spray.



2 Give NARCAN Nasal Spray

Remove NARCAN Nasal Spray from the box.

Peel back the tab with the circle to open the NARCAN Nasal Spray.

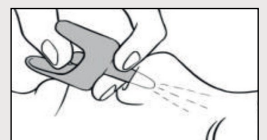
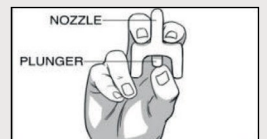
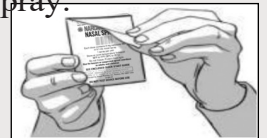
Hold the NARCAN nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.

Gently insert the tip of the nozzle into either nostril.

- Tilt the person’s head back and provide support under the neck with your hand. Gently insert the tip of the nozzle into **one nostril**, until your fingers on either side of the nozzle are against the bottom of the person’s nose.

Press the plunger firmly to give the dose of NARCAN Nasal Spray.

- Remove the NARCAN Nasal Spray from the nostril after giving the dose.



Appendix A

3

Call for emergency medical help, Evaluate and Support.

Get emergency medical help right away.

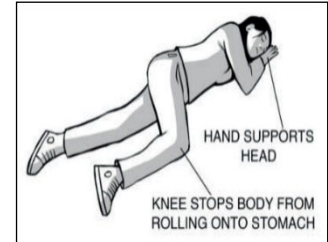
Move the person on their side (recovery position)

after giving NARCAN Nasal Spray.

Watch the person closely.

If the person does not respond by waking up, to voice or touch, or breathing normally another dose may be given. NARCAN Nasal Spray may be dosed every 2 to 3 minutes, if available.

Repeat Step 2 using a new NARCAN Nasal Spray to give another dose in the other nostril. If additional NARCAN Nasal Sprays are available, repeat step 2 every 2 to 3 minutes until the person responds or emergency medical help is received.



For more information about NARCAN Nasal Spray, go to www.narcannasalspray.com, or call 1-844-4NARCAN (1-844-462-7226).

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