



# CITY OF HIGHLAND PARK

## BOARD OF POLICE AND FIRE COMMISSIONERS

We Are One Community

Glenda McDonald  
Mayor

### BOARD OF POLICE AND FIRE COMMISSIONERS

#### Minutes of February 7, 2024

The meeting was called to order at 6:08 pm by Chairman Johnson.

#### Roll Call:

**Present:** Chairman Ryan Johnson, Commissioner Brenda Hicks, Commissioner RJ Watkins, Commissioner Michael Curis, Commissioner Erica George, Internal Affairs Investigator Lackey, Chief Hollowell, Officer Beard, Officer Monroe, Mayor Glenda McDonald

#### Approval of Minutes

Chairman: The minutes of January 3, 2024, were approved.

#### Opening Remarks

Chairman: Welcome everyone! Madam Mayor would you like to address the commission?

Mayor: Thank you for having me. We just celebrated someone on the police department who celebrated 15 years.

#### Police Department

Officer Monroe: Chief had another meeting this evening. The crime mapping link was added to the website today. This link will allow the citizens to view our statistics. We are still working on it. We are about 75% complete on our policy updates. We have the drug take back box has been installed and citizens are using it. It is posted on the youth connection an DWHIN website. In January, the community coordinator position was filled by me and another person. We will be doing an Easter event for the youth. Also, we have a partnership with the 11<sup>th</sup> precinct to share trends going on in the area. Typically, with that precinct we see similar trends. We were able to assist them with some of their youth. We are looking to do some task force with special opts to hit some of the high crime areas. We are still hiring and have some applicants in the process. Tomorrow will be the last day for one of our sergeants going to another department.

Commissioner Hicks: How many applicants do you have?

Off. Monroe: I am not sure. There were some things put out to internal staff.

Commissioner Curis: I am not sure if we had a complete set of policies, and they seem to keep changing.

Off. Monroe: We contracted with an outside company to put policies together for us. The drafts go out to legal then comes back to us. This is an actual company and helps reflect the laws, track this information, etc. This is the first time we used this company.

Commissioner Watkins: Who checks behind the policy to make sure it is correct? Does counsel or Mayor have anything to do with it?

Off. Monroe: The Chief checks the policies after the third party company checks. Then, it goes to legal.

Dir. Lackey: There are different steps and certifications. We are trying to meet these accreditations to meet the states, etc. standards. It is a two month process to go through the process for the structure, etc. We conform the policies based on best practices to reflect the new laws.

Chairman: The new policies would put you in place to apply for federal money?

Dir. Lackey: We are eligible now but they are starting to look at the policies more.

Commissioner Hicks: How soon will the policies be ready?

Dir. Lackey: We are about 60% there. We still need to hear back from legal. Right now, we are in both policy books but eventually we will be in one book as everything is approved.

Chairman: How are we rolling this out to the officers for training, etc.?

Dir. Lackey: We have Daily Training Bulletins. These are trainings on the policies and you have to pass a quiz by a certain percentage. I run reports to check you have taken the quiz and passed.

Commissioner Hicks: Are they taking trainings before the policy is rolled out?

Dir. Lackey: We are waiting.

Commissioner Curis: How do you roll out changes?

Dir. Lackey: We will update as needed and roll it out to officers. We have one that is on hold and needs to be rolled out before February 15<sup>th</sup>. We have the policy ready and just waiting until that date.

Chairman: Do we have to communicate with the third party company for policy updates?

Dir. Lackey: No, they have a team that gives us those updates.

## **Fire Department**

Chief Hollowell: I want to start off by apologizing for some information I do not have today. We have been talking with Detroit regarding the house fire. The Detroit crew blocked us so we could not get down the street. Chief went over stats.

Chairman: Will Detroit take responsibility?

Chief: We met with Detroit and he knows what he did was wrong. They are worried about lawsuits and I get it.

Mayor: There is legal possibly pending so they are not making comments. We did talk about the agreement to make sure it is followed how it is written.

Commissioner Watkins: Last month, there was no number and we had to contact the office by calling 911 for fire.

Chief: Our number has been the same.

Commissioner Watkins: I called and I did not see a number.

Chief: On the city's website, it is on there.

Chairman: The Googled number that came up on my phone was not correct and is disconnected.

Dir. Lackey: I submitted an update to Google. Police are good.

## **Internal Affairs**

Dir. Lackey: We have several policies updated based on May 22<sup>nd</sup> Presidential order. We are now in compliant with those policies. We have had challenges in the past but we are up to date now. The officers do have access to the policies on a mobile app. When you log in the policies are broken into sections and policies that have already been deployed. I also can see all of our

draft policies which is not public. I receive emails when a policy has been deployed and we have about ten days to review and get it completed. So far, we have deployed 85 policies. The site also tells us how many policies need to be acknowledged. Dir. Lackey showed the electronic policies during the meeting.

Commissioner George: Is it a cost?

Dir. Lackey: We had a grant for about 44k.

Chairman: Will this be more cost down the line?

Dir. Lackey: Thank you Lt. here for helping us get here. We will have to pay 11k or 12k annually. If you think about it many lawsuits come from failure to train and policies.

Commissioner Hicks: How long do they have to acknowledge the policies?

Dir. Lackey: We have them an additional 60 days this time. We have not set a benchmark yet but we are thinking 72 hours from their last working shift to approve policies.

Commissioner Curis: Does everyone have to read all the policies? Has Detroit or Hamtramck done this.

Dir. Lackey: Yes, everyone must read it. Detroit has their own system, but others have their policies.

Commissioner Watkins: Will the commissioners get access to the policies?

Dir. Lackey: I can get you a copy or log in.

Commissioner Hicks: Can you tell me more about the accreditation?

Dir. Lackey: We are at the start of the accreditation. Facilities is our biggest challenges. Moving forward with internal affairs we do have some challenges and we will bring some members in front of you that need to be addressed for disciplinary action. We are at 4 external citizen complaints and 3 external complaints. We have 3 other investigations.

Chairman: Can you forward us the citizen complaints.

Dir. Lackey: Yes. Now, we have a new scheduling system and timesheet. It will keep track of payroll, PTO, etc. Hopefully this will happen in the next 2 or 3 payrolls.

### **Public Comments**

Jamil Edwards: When I retired, I had a document that the city should pay for my medical and I did not get an exit interview or a resolution from the admin in 2018. I will give you a copy of the CBA that the city should get a percentage of their medical paid. At some point of time, the HR needs to get on the ball on this information. I asked other retired officers about this and they did not get this as well. I retired in 2018 and I served enough time.

Chairman: It is nothing we can do with it and it is a legal department.

Jamil Edwards: I did talk with legal and make note of all the chains I followed.

Chairman: It is nothing we can do.

Commissioner Curis: Thank you for your service.

Charmain Roberson: It was an incident that occurred for an illegal eviction before I got on counsel. They can not find my body cam footage on this matter.

Dir. Lackey: With her permission, the officer that responded did not generate an incident report but did a call for service. They noted in on their activity log. The body cam footage only holds for so long. By law, we only hold for 30 days.

Roberson: I came in June and you looked at it.

Dir. Lackey: I do not recall saying there was footage.

Roberson: I did not know there was footage and you told me you gave me a copy and you did not.

Dir. Lackey: There is an uncategorized tag meaning the body cam will not last forever. At that time, it was only 30 days. Recently, we updated it for 6 months. I can not get any footage from 2022. I have the activity log the officer did and they can recreate a report. The officers who responded are still present at this department to create a report.

Roberson: When can I get the report?

Dir. Lackey: I do not supervise the officer. That would be the Chief. He can order his staff to get a report.

Roberson: I will email the chief.

Dir. Lackey: I will notify the chief as well.

Officer Monroe: We lost a Michigan State Trooper who was killed in a crash. We represented the city in Saginaw.

Commissioner Watkins: Is it anything we can do to help the citizen?

Chairman: It is out of our hands. It is a legal matter and it is on record.

**Adjournment:** The meeting was adjourned at 6:53 pm

**Next Meeting:** Wednesday, April 3, 2024 6:00 pm, Zoom and In-person

cc: City Clerk