



CITY OF HIGHLAND PARK

BOARD OF POLICE AND FIRE COMMISSIONERS

Return to Excellence

Hubbert Yopp
Mayor

BOARD OF POLICE AND FIRE COMMISSIONERS

Minutes of June 19, 2019

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

Roll Call:

Present: Chairman Napoleon, Commissioner Hicks, Commissioner Watkins, Commissioner Curis; Secretary Erica George, Deputy Chief Tolbert and Sgt. Brian Jeffrey

Approval of Minutes

The minutes of May 22, 2019, were approved.

Opening Remarks

Commissioner Curis: "I motion to appoint Erica George to serve as a board member and secretary since we do not have a fifth member appointed yet. She is always here and that is half the battle."

Chairman Napoleon: "I agree. This recommendation will have to go to the Mayor since he appoints the board members."

Police Department

Deputy Chief Tolbert: "We are interviewing for police officers with MCOP certifications. We have a possible eight officers but background checks were an issue because we had so many people and few staff to complete it."

Commissioner Watkins: "Does an independent company complete it?"

Tolbert: "The Mayor and Chief came to the decision to hire an outside company. The jail project needed some statistics which have been submitted. Next, we will draft a MOU. The change for our department is officers will enter information in the car. Now, we are entering information manually. Once the officers complete and hit a button from the car then it will go straight to Detroit. In preparation, officers will begin to learn how to live scan so it can be a smooth transition for officers."

Chairman: "Will we use downtown or Hamtramck?"

Commissioner Watkins: "What is the difference?"

Tolbert: "Hamtramck does not house females, which I believe is due to low population."

Chairman: "I took a tour of Hamtramck's facility and I do not recall seeing females."

Tolbert: "In regards to animal control, we sent Detroit a MOU and I received a response today and the contact person is no longer with the city so I received the new contact person. I will follow-up. As I have mentioned in previous meetings, the general practice for scheduling officers was the officers telling us their availability, then we schedule them. Since I have been here there

has been over fifty times when there has been scheduling issues. There were times when there is zero people scheduled. Now, we get into overtime.”

Commissioner Watkins: “How many people do you need on schedule?”

Tolbert: “We need three people at minimum except on Thursday – Saturday where we have four people scheduled, which does not include supervisors. We want to have people here to respond to any lien calls and we have to respond in a certain amount of time. Due to scheduling issues, I bring in the union. The union had an issue with red light on body cameras but missed the importance of scheduling. To be active, I created a scheduling system where officers get seventy-two hours for six months. This system will give officers alerts of shifts, call-offs, etc. and the system will allow us to equalize overtime so no one person gets all the overtime. We have fire fighters working with the police department. During an audit, it was discovered they were not being paid correctly.”

Commissioner Hicks: “I thought you all stopped dual roles?”

Tolbert: “It is not fair labor.”

Commissioner Watkins: “How many officers?”

Tolbert: “Four officers.”

Chairman: “Are they certified to work both departments?”

Tolbert: “Yes, our issue is pay because they should be getting time in a half. I propose taking them off the regular schedule and put them on overtime schedule which will go in effect July 1st.”

Commissioner Curis: “They won’t be happy due to loosing overtime?”

Tolbert: “No.”

Commissioner Curis: “If they are working under the same entity, Highland Park, they can not work the same. If they were working in two different entities then they could do it. Any lawsuits?”

Tolbert: “No. The finance department will work out past compensation.”

Commissioner Watkins: “How far back?”

Tolbert: “The law says three years.”

Commissioner Hicks: “Will this be linked to an evaluation of performance?”

Tolbert: “Yes, we have already prepared an evaluation which grades a person 0 – 5 and depending on where they score then you must give an explanation as well as for arrest, tickets, etc. We had no way of tracking so we want to implement this through the computer and awarding an officer monthly.”

Chairman: “Some of these items should be tracked on the log sheet.”

Tolbert: “Yes, some of this information is on there but we will use the logs to check what was inputted. We have been in contact with the Detroit Police Department to begin receiving data, which is all a volunteer run. Right now, we can not track everything about cars so we want to update that software.”

Chairman: Will they have a screen?”

Tolbert: “We are waiting for Detroit to give us access but yes we have a screen. We had a lien audit class and nine individuals that did not complete it so we deactivated them as reserve officers. We want to continue monthly trainings. Letters went out today to turn in their I.D. and badges.”

Commissioner Watkins: “Can police look at cameras off the blue light screen?”

Tolbert: "We would have two different systems but we want to be able to download information onto our system as needed. Also, we want to do virtual response where we can communicate with a person."

Commissioner Curis: "This is similar to Green Light in Detroit. I can pull up my businesses on my phone."

Tolbert: "National Night Out will be on August 6th. We will be on Woodward and Avalon. It is an anti-crime night to bring the community out and we ask the community to leave their porch lights on. This will include the fire department. We are looking for sponsorships for giveaways, food, etc. Next, I want to do cops and barbers. Where we can sit down and talk to the people."

Commissioner Hicks: "What barber shops will you go too?"

Tolbert: "We have no identified them yet but we will do salons as well in hopes to continue building rapport with the community."

Chairman: "Have you put a focus for people finishing the academy in Macomb and other areas?"

Tolbert: "I have reached out to see if they will alert us so we can do a presentation to the classes."

Chairman: "I think it will be beneficial to help teach them good habits before learning bad habits and they will not have prior records."

Tolbert: "I would like to put it in the budget to be able to send one person a year to the academy but we will have to pay that person."

Commissioner Hicks: "Do you have grant writers?"

Tolbert: "No, but we have someone who can write grants."

Commissioner Watkins: "Can you send reserves?"

Tolbert: "You can apply as a reserve. We would extend this to the community and Chief will make a decision on who goes to the academy. Once completed, they will be certified and hired by Highland Park."

Commissioner Hicks: "Can it be paid upfront by the city then the officer pays it back?"

Tolbert: "We can not enforce a contract to have them pay it back and work for the city. We need more incentives but right now our starting pay is higher than Detroit."

Fire Department

Sgt. Jeffrey: "In May we had fifty-four runs. We are implementing a safety program to do fire safety presentations with apartment buildings. We are still in process of putting flags on hydrates. We have all residential streets done. They are four feet tall from top of hydrate. Last month, we did smoke detectors give outs. I did twenty-five personally in one day."

Commissioner Hicks: "You installed them?"

Sgt. Jeffrey: "Yes or charged batteries and talked about fire safety. We implemented a weight training program for one hour daily. We try to do more training outside. We train in an abandon house when approved so we can be on top of our game. As of today, we had thirty runs. We are working with the police on possible arson on Massachusetts. We want to set up an Open house where we can set up a kitchen for the community as a demonstration. Lastly, we attended George Washington Carver School's event yesterday."

Chairman: "The only commissioner affair I have is to make sure Erica gets paid."

Secretary Erica: "I submitted it to Ms. Harlin late but previously the city would write me a check. My pay was funded by Commissioner Curis."

Chairman: "I hope the city can afford it."

Commissioner Curis: “I really think we should push blue light. I have the cameras on my phone for my business and statistics say crime is down where the Green Light is located. Comcast installs the cameras so we had to replace our old camera system. The only thing is you can not review past events because it is police equipment so it is all real time.”

Adjournment: The meeting was adjourned at 7:01 pm

Next Meeting: Wednesday, August 21, 2019, 6:00pm, Training Room, Fire Station

cc: City Clerk