



**CITY OF YPSILANTI
REGULAR COMMITTEE MEETING
Thursday, April 25, 2024 @ 7:00 PM
Council Chambers
One South Huron, Ypsilanti, MI 48197**
[Launch Meeting - Zoom](#)

I. CALL TO ORDER

II. ROLL CALL

III. AGENDA APPROVAL

IV. PUBLIC COMMENT (3 MINUTES)

V. RESOLUTIONS/MOTIONS/DISCUSSIONS

- A. Approving the minutes of February 22, 2024
- B. Staff Liaison - Police Chief Moore
Monthly Statistical Analysis
- C. Approving the 2023 Commission Annual Report
- D. Review the Police Complaint Process
- E. Stakeholder Survey
- F. Discussion on holding a joint meeting with the Human Relations Commission
- G. Discussion regarding the holding of a forum for the Sheriff Election
- H. Discussion on what the important mental health issues to consider for the citizens and officers.
- I. Update on prohibiting secondary traffic stops.
- J. Change how quorum is defined in the Charter - which is a majority of seated members

VI. LIAISON REPORT

VII. COMMISSIONER REPORTS AND PROPOSED BUSINESS

VIII. PUBLIC COMMENT (3 MINUTES)

IX. ADJOURNMENT



MINUTES
Police Advisory Commission Meeting
7:00 PM - Thursday, February 22, 2024
Council Chambers
One South Huron, Ypsilanti, MI 48197

I. CALL TO ORDER

The meeting was called to order in the City Council Chambers by Chair Wolkoff at 7:03 p.m.

II. ROLL CALL

Present: Anisimova, Humes, McCormick, Mohamed, Wolkoff

Vacant: Two

Absent: None

III. AGENDA APPROVAL

The agenda was approved as submitted.

IV. APPROVAL OF MINUTES

The minutes of the Ypsilanti Police Commission Meeting of February 22, 2024 were approved as written.

V. PUBLIC COMMENT (3 MINUTES)

Five members of the public made comments.

VI. RESOLUTIONS/MOTIONS/DISCUSSIONS

Commissioner Wolkoff asked Police Chief Moore regarding an article discussing the state of the police department. Police Chief Moore had read the article and stated that the discussion is still under review by the union.

Moore spoke of a vision for the police department and the philosophy of being a servant. For those that don't align with wanting to serve the community, some have elected to leave. There is absolutely a plan in place to rebuild this organization that is being worked daily. There is a tremendous number of lateral officers and new officers that are coming to the organization. The concern now is safe acclamation and onboarding of those individuals. Rebuilding takes time. We are close to being on the other side of this rebuilding of the organization and Police Chief Moore is very excited about the future of the Ypsilanti Police Department and how they serve this community. It has been a tumultuous time in some aspects, but there are great officers in this organization.

Commissioner Anisimova inquired regarding an employee satisfaction survey, regarding Moore specifically, due to Moore being here since May 2023.

Commissioner Humes spoke of his own understanding as a community liaison between the community and the police, and requested Moore to discuss two or three items from the plan he spoke of at each YPAC meeting. Specifically, what has happened and what is happening with the police department in regard to Moore's plan. Humes would like to be able to share this information with the community.

City Manager Hellenga joined via Zoom. Staff/employee evaluations or satisfaction surveys would not flow to this commission, but to the city manager. YPAC commissioners can not publicly discuss employees of the city. This is an internal item. If there are issues, issues go to administration, not YPAC.

Liason Tooson referred the commissioners to the Police Advisory Commission Ordinance No. 1295 (Ord. No. 1295, § 1, adopted Nov. 14, 2017, set out provisions intended for use as Div. 6, §§ 2.200—2.204, which are the rules of procedure and bylaws adopted by City Council, June 24, 2021)

A. Staff Liaison - Police Chief Kirk Moore
Monthly Statistical Analysis

- 1. Arrests, Tickets, Calls for Service, Reports**
- 2. Updates on the hiring of new officers. What are the start dates?**
- 3. Update on officers leaving the department. What is the last day?**

4. Organizational changes within the department
5. Number of officers currently "on the road" and the number of "soon to be officers."
6. Following the 12.9.2023 Use of Force discussion provide the safety for officers and de-escalation policy.
7. How much has early retirement packages, legal counsel and lawsuits cost the city
8. Is Lt Yucharz still on staff
9. Is there a plan in place for the restoration and stabilization of YPD

Department Activities:

- Community involvement: who attended and where?
- Law enforcement training: offered and attended?
- Citizen Complaints: reason, investigation and resolution?
- Use-of-force reports

Ongoing discussions:

- Update for public parking lot(s)?
- Versaterm's community engagement platform, SPIDR Tech

Chief of Police Kirk Moore provided the monthly presentation report.

- No force incidents to report for the month of February.
- No citizen complaints for the month of February.
- Training
 - One cadet at the Washtenaw Community College Police Academy, to graduate in March
 - Four cadets at the Oakland Police Academy - going 5 to 6 days a week depending on the work schedule.
 - One lateral officer is currently in the third phase of a training and evaluation program and is doing well.
 - One officer in acclamation training
 - Three lateral officers that will be joining March 4, 2024
 - Additional lateral officers will be joining in April.
 - 17 officers on the roll
 - Now offering orientation of a week which involves acclamation training, which includes policies and procedures and legal updates, and partners, community mental health to set a strong foundation for the officers before they go out on the road. A week, but hope to extend that training. A lot of training items coming up.
 - bringing community mental health to the table for officers as community focus
 - potential basic officer course
 - Background investigations being outsourced to help YPD going forward.
 - Targetting four or five cadets for the Mate Academy
- Arrest; seven arrest - steaming from assaults
- Questions regarding early retirement packages, legal council and lawsuits are unknown by Moore. Wolkoff asked Liason Tooson, who did not have that information at this time.
- Lt. Yucharz is not on staff.

Commissioner Humes requested demographic information: Moore responded: cadets demographics are mixed; African Americans, whites, Hispanics, female officer, and Asian officer
Commissioner Anisimova requested the de-escalation policies. Moore responded that it is available to the public on the police website.

Department Activities:

- The priority is maning the roads
- No community engagement at this time due to the current officers already working overtime

Ongoing Discussions:

- Public parking lots - challenge due to staffing shortage, but is an opportunity for foot patrol
- SPIDIR Tech- still in the early stages regarding legislation and state funding for purchase. It is current;y being tested in the state.

B. Community Engagement Survey Questions

Mohamed requested that there be movement by the commissioners on the survey questions.

Wolkoff called for a recess at 8:18 p.m. Meeting resumed at 8:25 p.m.

The commissioners all contributed to the discussion on the survey questions. Amendments the survey questions were discussed and given to Wolkoff for discussion and possible approval at the next meeting for a recommendation to the city manager.

City manager Hellenga spoke via Zoom and clarified that the commissioners should approve their initial questions, which should then be submitted to the city manager for additional oversight and staff input. Once an agreement has been reached regarding the questions, then the questions could be adopted into a survey.

Anisimova moved, Mohamed seconded, to extend the meeting to 9:15 p.m.,CARRIED, to extend the meeting to 9:30 p.m.

C Resolution No. 2024-001, Pretextual Stops

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RESULT:	CARRIED.
MOVER:	Anisimova
SECONDER:	Humes
AYES:	Mohamed, Anisimova, Humes, McCormick, Wolkoff
ABSENT	None

VII. COMMISSIONER REPORTS AND PROPOSED BUSINESS

Liason Tooson spoke of being glad that YPAC is making headway on the survey. Tooson also questioned YPAC members, regarding participation with the Washtenaw County Sheriffs Office panel, as the sheriffs' office also patrols our streets.

- *Anisimova – reported that they have noticed an increase in patrols in the night in ward 3, but have also noticed police officers speeding in the back roads and running stop signs. Anisimova also thanked the members of the public for being present at the meeting.*
- *Humes – None*
- *Mohamed – None*
- *McCormick – spoke of the bad press recently received, but thanked the public for their attendance and thanked the Police Chief for doing a great job explaining where we are and where we are headed.*
- *Wolkoff – spoke of a positive interaction between YPD and a student on Friday night for six hours plus. It was a very positive interaction. The state of the parking lot is something Wolkoff will continue to work on. Wolkoff also expressed appreciation of public participation.*

VIII. PUBLIC COMMENT (3 MINUTES)

Five members of the public made comments.

IX. NEXT MEETING DATE

March 28th, 2024

X. ADJOURNMENT

Adjournment at 9:25 p.m.

Lorrie Thomas, Deputy Clerk, City of Ypsilanti

Ypsilanti Police Advisory Commission (YPAC) 2023 Annual Report

Introductions

The Ypsilanti Police Advisory Commission was created by ordinance 1295 in November 2017 (Chapter 2, Article 4, Division 6). The following is the purpose from Sec.2-181:

- To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti Police Department.
- To serve as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community
- To Review police complaint investigatory findings, and report to council on the Commission's analysis of these findings
- To collect, review, and audit summary data and compile aggregate statistics relating to individual or community police complaints and other issues of importance
- To educate the public about complaint process, and ensure and recommend ways to make the process accessible to all
- To make recommendations to the City Manager about organizational matters and procedures.
- To participate in annual review of the Ypsilanti Police Department's Citizen Police Academy.
- To consult and advise the City Manager on the Ypsilanti Police Department's strategic plan.
- Per Chapter 78- 49(6), the Commission must provide an annual report to City Council.

Operations: July 11, 2023, at the first reading City Council decided to move forward with the merging of the Human Relations and Police Advisory Commissions. At the second reading the merger did not pass.

October 2023, at first reading, City Council voted to remove Open Meeting Act requirements from advisory bodies, including YPAC. At the second reading the ordinance to remove the Open Meetings Act requirements from YPAC failed.

Membership:

In 2022, the YPAC Commission's memberships was as follows:

Liaison: Council Member Tooson

- Gail Wolkoff Chair. - Exp. February 1, 2026
- Eric Mohamed - Exp. February 1, 2025
- Kathleen McCormick - Exp. February 1, 202
- Herman Humes Jr. - Exp. February 1, 202
- Alexandre "Sasha" Anisimova – February 2026
- Vacant
- Vacant

Membership changes:

- Anthony Morgan resigned August 2023

Meetings: Meeting Activity and Participation 2023

- January 26 - No meeting due to lack of quorum
- February 23 - No meeting, city hall closed during a blizzard
- March 23 - Meeting
- April 27 - Meeting
- May 25 - Meeting
- June 22 - Meeting
- July 27 - Meeting but cut short due to lack of quorum by 7:52 • August 24 - Meeting
- September 28 - Meeting canceled by Chief Moore
- October 26 - Meeting
- November 16 - No meeting due to lack of quorum

Monthly Statistical Analysis by Chief Moore:

- a) Arrests, Tickets, Calls for Service, Reports
 - b) Updates on the hiring of new officers. What are the start dates?
 - c) Update on officers leaving the department. What is the last day?
 - d) Organizational changes within the department
 - e) Number of officers currently "on the road" and the number of "soon to be officers."
- 2) Department Activities: Community involvement: who attended and where?
 - Law enforcement training: offered and attended?
 - Citizen Complaints: reason, investigation, and resolution?
 - 3) Use of Force reports

Other presentations and discussions:

- Chief Moore: Difference between tickets, warnings, and citations
- Gail Wolkoff: 30 X 30 Initiative, a national initiative to advance women in policing

Resolutions, recommendations to council and City Manager:

1. Police Engagement Survey concerning citizens regarding YPD stops
2. Presented City Manager with recommendations for the hiring process for the chief of police.
3. Monthly addition to agenda for Commissioner and Liaison report
4. Commissioner attended police interviews for new officers
5. Discussions on Crisis response support and YPAC's role in supporting this initiative

LOOKING FORWARD:

January 24, 2024, February 22, 2024, March 28, 2024, April 25, 2024, May 23, 2024, June 20, 2024, July 25, 2024, August 22, 2024, September 26, 2024, October 24, 2024, November 21, 2024, December 19, 2024

- Continue to have joint biannual meetings with City Council
- Communication in the City of Ypsilanti newsletter and other modes of sharing information about YPAC
- Increase the attendance and participation at YPAC monthly meetings
- Find commissioners from ward 3
- Build a stronger relationship between residents of Ypsilanti, the police department
- Improved communication with the City Manager

Respectfully Submitted,

Gail Wolkoff, YPAC Chair

March 2024



CITY OF YPSILANTI

Citizens/Police Complaint Form

Use this form to file a complaint against an Ypsilanti Police Department officer or employee.

The City of Ypsilanti respects your privacy and will not distribute your personal information except as necessary to resolve your request or complaint. However, you should be aware that this information is subject to the State of Michigan's public disclosure laws and may be disclosed upon request.

You are encouraged to provide as much information as possible. It is helpful to the investigators to be able to follow up on information or speak to people involved in the incident to gather evidence. However, if you would like to submit a complaint anonymously, you may omit your identifying information on this form.

Please submit this complaint to any of the following: Ypsilanti City Clerk or Manager, Ypsilanti Police Department, Ypsilanti City Attorney, Ypsilanti City Hall Drop Box, or online. Once submitted, this form will be sent to the Ypsilanti City Manager, the Ypsilanti Police Department Chief, and the Ypsilanti City Attorney to be investigated.

Within seven days you will receive confirmation of receipt, accompanied with a copy of the complaint, unless submitted anonymously. This complaint will be investigated and findings of the investigation completed within 30 days unless notice is given that more time is needed for the investigation. **For any further information please contact the City Clerk's Office (734) 483-1100**

INFORMATION ABOUT THE INCIDENT:

Location: _____

Incident Date (month/day/year): _____

Incident Time: _____ AM PM

Name of YPD Officer/Employee (if Known): _____

Name of Witnesses or Others Involved: _____

Witnesses Phone: _____

Ypsilanti Police Department Report/Incident Number if known or applicable: _____

STATEMENT/DESCRIPTION OF INCIDENT:

Do you have photographs or video relevant to this incident? No Photos Video

Please describe the incident, including any injuries sustained.

[illegible]

- Are you willing to be contacted by the City for more information? ☐ Yes ☐ No
- Do you want your name and contact information disclosed to the YPD? ☐ Yes ☐ No
(If you check "no," please submit this form to the City Manager, who will remove your identifying information before forwarding the incident description, above, to the YPD.)
- Would you consider mediation for this complaint? ☐ Yes ☐ No

Gender: Male Female Other: _____ Decline to State

YOUR INFORMATION: Do not complete the information below if you wish to remain anonymous.

Address, City, State, Zip: _____

Email Address: _____

SIGNATURE:

I hereby certify that the information in this complaint is true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

YPSILANTI POLICE DEPARTMENT

POLICY & PROCEDURE #16

EFFECTIVE DATE: August 16, 2016

REVISED: JANUARY 16, 2003

REVISED: October 14, 2011

REVISED: August 16, 2016

Complaint Processing Procedure

PURPOSE: It shall be the policy of the Ypsilanti Police Department to courteously and promptly record, in writing, any complaint made by a citizen against any member of this department. Shift Supervisors or Acting Shift Supervisors may attempt to resolve the complaint, but shall never attempt to dissuade a citizen from lodging a complaint against any member of the department. Officers shall follow established departmental procedures for processing complaints.

I. CLASSIFICATION OF COMPLAINTS

- A. The complaints, which are to be handled in accordance with the provisions of this procedure, are alleged or suspected violations of departmental rules and regulations and/or policy & procedure by members of the police department.
- B. The Police/Citizen Complaint Form will be used to record two specific types of complaints, internal complaints and external complaints.
 - 1. Internal complaints are defined as:
A complaint filed by a department member who wishes to report infractions or violations of departmental rules and regulations and/or policy & procedure by another member.
 - 2. External complaints are defined as:
A complaint filed against a member(s) of the Police Department by a person or entity who is not a department member.

II. AVAILABILITY OF COMPLAINT FORMS

- A. Persons requesting a Police/Citizen Complaint Form shall immediately be directed to the Shift Supervisor. It shall be the responsibility of the Shift

Supervisor to ensure that the entire complaint reception procedure is cordial and held in strict confidence and that individual department members are only advised of the receipt of a complaint on a need-to-know basis.

The Complainant shall be offered a private location for the complaint reception interview. If the Shift Supervisor is not readily available, the Lieutenant or the Chief shall be notified. Every attempt should be made to refrain from telling a complainant to come back later

- B. Complaints can also be received by or through the City of Ypsilanti Drop Box, City Clerk's Office, the City Manager's Office, or the Ypsilanti City Attorney's Office. Complaints that are filed at those offices will be forwarded to the Chief of Police and investigated according to packets will be this policy. Complaint supplied to the City Clerk's and the City Manager's office as a course of business or upon request.

III. PROCEDURES FOR THE PROCESSING OF COMPLAINTS

- A. Role of the Shift Supervisor or Acting Shift Supervisor in accepting a complaint.
 - 1. Person(s) who wish to file a formal complaint against any member of the Police Department shall immediately be directed to a Shift Supervisor, as outlined in Section II (Availability of Complaint Forms) of this procedure. The Conference Room or similar private area should be used to discuss the complaint process with the complainant.
 - 2. Should the complainant, after speaking with the Shift Supervisor request to file their complaint personally with a higher authority, arrangements will be made to refer the complainant to that higher authority.
 - 3. Members of the Police Department, who wish to file a formal complaint against another member, will initiate this report with the Lieutenant or the Chief of Police; or, in the case of a complaint against the Police Chief or Lieutenant, the complainant will initiate this report with the City Manager.
 - 4. An exception to this formal complaint procedure shall occur when it has been determined by the Complainant and the Supervisor that the complaint might more logically be handled on an informal basis between all parties concerned. The Supervisor in charge in this situation shall complete the "Notice of Complaint Packet Issuance Form" and submit the form to the Chief of Police.

5. Following a verbal discussion as to the substance of the complaint, if it cannot be addressed informally, the Shift Supervisor shall furnish the complainant with a blank copy of the Police/Citizen Complaint Form.

6. The complainant may complete the form either in their own handwriting or by use of a typewriter; or by computer using a fillable PDF file. At their request, the complainant may have whatever assistance is necessary in completing the form. If possible, the form will be completed before the complainant leaves the department. For practical purposes, this shall include dictating the substance of their complaint to a department member of the Shift Supervisor's choosing. When assistance is given, a brief statement as to why such assistance was necessary, who provided the assistance, and to what degree the assistance was provided shall be noted under "Details of the Complaint."

7. If the Shift Supervisor assists the complainant in preparing the form, they shall sign on the line dedicated for the "Accepting Department Member" signature line and note that they assisted in the preparation by placing the word "assisted" next to the members' name.

8. After the complainant has prepared the form to the extent possible, the Shift Supervisor shall review the contents for legibility. If a word is not legible, the Shift Supervisor shall inquire of the complainant.

9. Following a review of the form by the Shift Supervisor, the complainant shall sign the accompanying statement of affirmation, in the space provided. Should the complainant refuse to sign the affirmation, the Shift Supervisor shall enter the words, **"Refused to Sign"** in the space provided for the complainant's signature.

10. Upon receipt of the complaint it will be assigned a complaint number. This number will be provided to the complainant when they receive notice the complaint has been received.

11. At this point in the complaint reception procedure, the Shift Supervisor shall furnish the complainant with a signed (by the Shift Supervisor as the Accepting Department Member) copy of the Complaint Reception Receipt. They shall also advise the complainant to review the receipt carefully for information concerning subsequent action that will be taken to investigate their complaint. The Shift Supervisors are to make sure a copy of the receipt is retained for departmental use and forwarded to the Chief.

12. In the "Notice to the Chief of Police of a Complaint" section of the complaint packet form, the Shift Supervisor shall include a brief comment

relative to the complainant's apparent rationality and demeanor. Should they suspect that the complainant is under the influence of an intoxicant or drug or is suffering from a mental disorder, or evidence any other trait or condition bearing on their credibility; the supervisor shall note these conditions, together with any other pertinent remarks in the space provided. If the complainant chooses to complete the written complaint away from the police station, the complainant shall be allowed to do so. The Shift Supervisor will complete the "Notice to the Chief of Police of a Complaint" form and write down the complainant's name, address and telephone number, a brief description of the complaint and forward the form to the Chief of Police. It will serve as documentation that a complaint packet was given out and who received it. When the complainant returns the completed complaint forms, the receiving officer shall fill out another complaint reception receipt indicating all required information and forward all materials to the Chief of Police.

13. In those instances where a complainant has alleged the use of excessive force on the part of a department member, the Shift Supervisor shall carefully note the presence of any unusual marks, bruises or abrasions on the person of the complainant. They shall record all such injuries by the use of color photography.

14. Following a final review of the Police/Citizen Complaint Form, the Shift Supervisor shall forward the complaint to the Chief of Police.

IV. PROCEDURES FOR ACCEPTING ANONYMOUS COMPLAINTS AND THIRD PARTY COMPLAINTS

Although the department recognizes its responsibility to protect all of its members from false and malicious complaints, it shall not dismiss anonymous complaints or complaints that are derived from a third-party complainant (i.e., a person not involved in, or witness to, the incident for which the complaint is filed).

For anonymous complaints, the department shall not attempt to discover the identity of the person giving the information.

For third-party complaints, the department shall attempt to contact the aggrieved person(s) to determine if the aggrieved person(s) wish to proceed with the complaint and learn if the necessary cooperation will be achieved to assist in the investigation.

A. Reception of Telephone Complaints

1. Members receiving citizen complaints by telephone shall immediately transfer same to the attention of the Shift Supervisor or Acting Shift Supervisor. It shall be the responsibility of the Shift Supervisor to advise the telephone caller of this department's procedures for the processing of citizen complaints. They shall further advise the party that in an effort to add credibility to the substance of their complaint, it is preferable that they meet personally with the Shift Supervisor to complete a copy of the Police/Citizen Complaint Form.

2. Should the caller refuse to appear or meet personally for the purposes of formally filing their complaint, shall be the responsibility of the Shift Supervisor to enter, on a Police/Citizen Complaint Form, all pertinent information and facts that are necessary to the appropriate completion of the report. The complainant's signature box will reflect the words "telephone complaint" in printed form. Upon completion the form will be forwarded to the Chief of Police or their designee.

B. Reception of Complaints by U.S. mail, electronic mail (email), via the City Clerk's, Manager's, or Attorney's Office, or via online submission

1. Members receiving citizen complaints by any means shall immediately forward the complaint to the attention of the Shift Supervisor or Acting Shift Supervisor.

2. The Shift Supervisor shall review the correspondence and immediately forward same to the Chief of Police or their designee.

C. Reception of Complaint from a Third Party.

1. Persons who wish to file a third-party complaint against a member of the Ypsilanti Police Department may do so through a Supervisor or their designee acting on behalf of an Ypsilanti Police Supervisor, or through any means described in paragraph II. B.

2. The supervisor receiving a complaint from a third party complainant will make appropriate inquiry to establish the identity of the third party person(s) making the complaint. Also, inquiry shall be made to establish the identification of the aggrieved person(s), as well as information to enable the Police Department to contact said aggrieved person(s).

3. Supervisors or their designee shall conduct a meaningful interview with the Third-Party Complainant to establish a summary of the complaint.

4. The summary complaint information shall be captured on the Notice to the Chief of Police of a Complaint Form. This form shall be completed by the supervisor and forwarded to the Office of the Chief of Police. If the

Chief of Police determines the complaint to be a third party complaint, the Chief shall then prepare and forward a Third-Party Citizen Complaint notice to the actual complainant.

5. The aggrieved person(s) shall be provided ample time to notify the Ypsilanti Police Department of their desire to proceed or not with an investigation of the received complaint. If the aggrieved person(s) does contact/notify this agency and wishes to proceed with the complaint, the established guidelines within this departmental policy shall be used in the processing of the complaint.

a. The Chief of Police has the discretion to proceed with an investigation of the complaint regardless of contact/notification by the aggrieved person(s). Additionally, the Chief of Police may extend, modify, or dismiss the contact date that was originally given to the aggrieved.

V. ROLE OF THE INVESTIGATING SUPERVISOR(S)

A. Consistent with existing departmental policy, and in accordance with the language of any agreement entered into, by and between the City of Ypsilanti and the C.O.A.M. or the P.O.A.M., the investigating supervisor(s) is hereby authorized to employ all recognized investigative methods in conducting a meaningful investigation of a complaint filed against a member of the department. Investigations may include, but are not limited to, the following investigative methods:

1. The taking of oral statements and/or signed written statements from any person who alleges misconduct by a department member.

2. The taking of oral statement and/or signed written statements from any witness to alleged misconduct by a department member.

3. The use of written reports submitted by the department member(s) complained about, or who were involved in an incident where misconduct is alleged to have occurred.

4. The taking of oral and/or signed written statements from the department member(s) complained about, or who were involved in an incident where misconduct is alleged to have occurred.

5. The use of polygraph examination for the complainant, or any witnesses involved in the investigation must be approved by the Chief of Police. Police personnel cannot be asked to take a polygraph test.

- B. After the investigating supervisor has received and reviewed all of the investigative reports and/or processed the complaint as outlined above, they shall arrive at a final determination.
1. Substantiated: When the investigator, after carefully reviewing all of the facts, determines that the complaint has been supported by evidence, their final determination shall be that the complaint has been substantiated. Their final report must include the police personnel that the complaint has been substantiated upon and those specific violations that were substantiated must be listed within the final written report.
 2. Not Substantiated: When the investigator, after carefully reviewing all of the facts, determines that because of a lack of witnesses or other objective and persuasive evidence, the complaint cannot be substantiated, their final determination shall be that the complaint is not substantiated. Although this determination does not necessarily mean that the allegation is untrue, the member(s) involved will be considered exonerated of any misconduct until such time as evidence to the contrary is produced.
 3. Unfounded: When the investigator, after carefully reviewing all of the facts, determines that all pertinent information firmly supports the conclusion that the allegations are untrue, their final determination shall be that the complaint is unfounded. In such instances, the member(s) involved will be considered exonerated of any misconduct.
- C. The investigating supervisor shall be responsible for the completion of all assigned complaints within thirty (30) days (working days) of the date that the complaint was received. In those instances where an investigation must be extended over the prescribed thirty (30) days (working days) limit because the matter is complicated, the investigating supervisor shall have sixty (60) days, but only after approval of the Chief of Police, who will provide notice to the employee and their union. In matters that are deemed by the Chief of Police to be criminal in nature or the possibility exists that the matter may turn into a criminal matter, the investigating supervisor shall have 120 working days to complete the investigation.
- D. After due consideration of all duties and responsibilities involving the complaint, the investigating supervisor shall terminate their personal responsibility and involvement with the complaint by submitting an investigative report to the Chief of Police or their designee. The investigative report, shall include the following:
1. The date the complaint was received by the Police Department.

2. The date the investigation was initiated.
3. The date the investigation was completed.
4. The date that the completed report was submitted to the chief of Police or their designee.
5. Investigation narrative containing all facts and information obtained from the investigation.
6. Investigator's final determination.
7. Investigator's signature.

VI. RECOMMENDATION OF THE LIEUTENANT

- A. After careful consideration of all information pertaining to the complaint, including all of the evidence that has been gathered and presented by the investigating supervisor, the Lieutenant assigned to oversee the complaint investigation shall make a determination as to whether, in their judgment, the complaint has been found to be substantiated, not substantiated or unfounded.
- B. Should the Lieutenant determine that the complaint has been substantiated, they shall recommend, for consideration, what they deem to be appropriate disciplinary action and forward same to the Chief of Police.

VII. REVIEW AND DISPOSITION BY THE CHIEF OF POLICE

- A. After due consideration of all information pertaining to the complaint, including the recommendations of the investigating supervisor and Lieutenant, the Chief of Police shall decide upon the disposition of the complaint. Accordingly, they shall exercise such administrative and contractual powers as may be necessary to take appropriate measures to effectively address the complaint. This may include disciplinary action up to, and including, termination of employment.
- B. The Chief of Police, or their designee, shall take appropriate action in writing to notify both the complainant and the member under investigation as to the final disposition of the complaint.

VIII. RETENTION POLICY AND ACCESS TO THE CENTRAL COMPLAINT FILE

- A. [Police Chief to consult the city attorney and insert here a retention policy for complaints and complaint investigation reports. Retention policy shall satisfy the following purposes: 1. Make possible investigation of complaint histories. 2. Determine repeated patterns of complaints. 3. Determine repeated complaints against a particular member of the Police Department.

- B. Subject to law, access to the Central Complaint File] shall be strictly controlled by the Chief of Police or their designee.

IX. **REVISION RESPONSIBILITY**

- A. Responsibility for the continuous updating and revision of this order lies with the Chief of Police. Continuous shall mean when necessary or when mandated by law.
- B. In the event this procedure conflicts with or supersedes any previous departmental order, procedure or directive, to that extent the conflicting or superseded order is canceled.

By Order Of:

Tony D
Chief of Police

ATTACHMENTS

- A. Citizen's/Police Complaint Form
- B. Departmental Complaint Processing Forms Packet.



Memorandum

To: Gail Wolkoff, YPAC Chairperson

From: Kirk L Moore, Chief of Police

Date: March 17, 2024

Subject: Ypsilanti Police Department, Stakeholder Survey Recommendations

I would like to take the opportunity to share my vision and experience with citizen and/or employee survey models utilized to identify and measure key performance indicators from an identified target group. When setting the foundation for this type of analysis, it is necessary that you clearly define the learning objective of your survey and the Key Performance Indicators (KPI) that will produce actionable data that allows the reviewing body to assess effectiveness, identify growth opportunities, identify unknown gaps, and identify measures for actionable implementation of improvement measures.

Learning Objective

The City of Ypsilanti Police Department is seeking to achieve the appropriate balance between excellent customer service and effective enforcement through interactions with all community stakeholders. Determine if our daily performance is reflective of our stated mission, vision, and values.

Key Performance Measures

Identified KPIs are utilized to track achievement and progress in key outcome priority areas.

Priority Areas

- High Performing Public Service
- Community Safety
- Effective Communication
- Quality of Life

Tiered Stakeholders/Interactions

- Tier 1 Citizen in Enforcement Action
- Tier 2 Citizen Consensual Contact
- Tier 3 Citizen Victim of a Crime
- Tier 4 Community Engagement

Action Plan Implementation

- Plan and Set Goals
- Survey Stakeholders
- Analyze and Share Results
- Take Appropriate Action
- Evaluate Actions and Sustain Engagement

Key Performance Indicators

- Considering your most recent interaction with the Ypsilanti Police Department, did the officer(s) resolve your issue? (High Performing Public Safety)
- Considering your most recent interaction with the Ypsilanti Police Department, do you feel the officer(s) were courteous and professional? (Effective communication)
- As a result of your most recent interaction with the Ypsilanti Police Department, do you feel safe in your community? (Community Safety, Quality of Life)
- As a result of your most recent interaction with the Ypsilanti Police Department, were you arrested? (Community Safety)
- If you were arrested, did the officer(s) use appropriate force against you during any point of the interaction? (Community Safety)
- Considering your most recent interaction with the Ypsilanti Police Department, did the officer(s) allow you the opportunity to explain your actions and/or involvement? (Effective Communication)

Key Performance Indicators Measured Responses

1. Strongly Agree
2. Agree
3. Uncertain
4. Disagree
5. Strongly Disagree
6. N/A

Delivery Method

The City of Ypsilanti will establish a statistical survey through the appropriate vendor utilizing a QR code that takes stake holders directly to the anonymous survey. There will be no personally identifiable information collected. Officers will be required to provide a card with the single QR code at each interaction with stakeholders for a prescribed period. (3 months) Prior to the survey period, YPAC and YPD will communicate with the public to expect the survey and explain the importance of participation. The results will be analyzed and grouped into tiers with results. The results should be shared internally and publicly along with any plans of action.

In Unity,

Kirk L. Moore

Kirk L Moore
Chief of Police

CC: City Manager Andrew Hellenga, Council Person Roland Tooson



THE RULES OF PROCEDURE AND BYLAWS

OF

THE POLICE ADVISORY COMMISSION

OF

THE CITY OF YPSILANTI, MICHIGAN

As adopted, June 24, 2021

ARTICLE I – Name

The name of the Commission shall be the Police Advisory Commission of The City of Ypsilanti, hereinafter referred to as “YPAC”, or “commission”.

ARTICLE II – Objectives

The objective of the YPAC through the adoption of Ordinance 1295 on November 14, 2017, is as follows:

The purpose of the Ypsilanti Police Advisory Commission is:

- a. To strengthen the relationship between the community of the City of Ypsilanti and the Ypsilanti Police Department.
- b. To serve as a liaison to enhance community and police relations and serve as an advocate for programs, ideas, and methods to improve the relations between the police and the community
- c. To Review police complaint investigatory findings, and report to council on the Commission’s analysis of these findings
- d. To collect, review, and audit summary data and compile aggregate statistics relating to individual or community police complaints and other issues of importance
- e. To educate the public about complaint process, and ensure and recommend ways to make the process accessible to all
- f. To make recommendations to the City Manager with regard to organizational matters and procedures.
- g. To participate in annual review of the Ypsilanti Police Department’s Citizen Police Academy.
- h. To consult and advise the City Manager on the Ypsilanti Police Department’s strategic plan.

ARTICLE III – Membership

Section 1. The Ypsilanti Police Advisory Commission (YPAC) shall consist of 7 members and 2 non-voting youth member. All members to the Ypsilanti Police Advisory Commission shall be appointed by the Mayor, with the approval and confirmation of a majority of City Council. There shall be at least one member from each Ward.

Section 2. All members of YPAC, including members of its subcommittees, shall serve without compensation.

Section 3. All voting members of YPAC shall be appointed for a three-year term. In order to ensure that approximately one third of the voting members’ appointments expire each year, initial appointments shall be one third of members for a one-year term, One third of members for a two-year term, and one third of members for a three-year term.

Section 4. Any vacancy on YPAC occurring in the middle of a term shall be filled for the remainder of the term in the same manner as for full-term appointments.

Section 5. Members are expected to attend regularly scheduled meetings and to notify the Chair and the City Clerk in advance if they expect to be tardy or absent. If a member misses more than three (3) regularly scheduled meetings in a twelve (12) month period, the Chair shall notify the Mayor and City Council, and by resolution may recommend removal of the member.

Section 6. A member of YAC may be removed by City Council for cause following notice and a hearing.

ARTICLE IV – Officers, and Their Duties

- Section 1. The officers of the Commission shall be a Chairperson and a Vice-Chairperson. Such other officers, sub-committees, etc. as are deemed necessary and advisable for the conduct of business shall be appointed as required and provided for by the Commission.
- Section 2. The Vice-Chairperson shall preside and exercise all of the duties of the Chairperson in their absence. Should neither the Chairperson nor the Vice-Chairperson be present at a meeting, a temporary Chairperson shall be elected by the majority vote of the members present.
- Section 3. The Chairperson and the city staff shall sign all legal documents for the Commission.
- Section 4. The Commission may designate a person who is not a member of the Commission to serve as Recording Secretary. The Recording Secretary shall prepare draft minutes for review by the Commission and shall perform such other duties as may be ordered by the Commission.
- Section 5. Nomination of officers shall be made from the floor at the annual organizational meeting which shall be the regular meeting in June each year, and the election shall be immediately thereafter.
- Section 6. A candidate receiving a majority vote of the entire Commission shall be declared elected and shall serve a term of one year or until their successor shall take the office.
- Section 7. Vacancies in office shall be filled immediately by regular election procedures.
- Section 8. The officers shall be members of the Commission.

ARTICLE V – Meetings

- Section 1. All regular and special meetings, hearings, and records shall be open to the public. Meetings shall be conducted under the Open Meetings Act of the State of Michigan.
- Section 2. The Commission shall hold a minimum of four regular meetings per year.
- Section 3. A special meeting of the Commission may be called by the Chairperson, or the Vice-Chairperson in the event the Chairperson is unavailable, or any three (3) members of the Commission. Each member of the Commission must receive at least two days' notice as to the time, place and purpose of the meeting.
- Section 4. All inquiries, applications, or matters requiring official action by the Commission shall be submitted in writing, be properly drafted on official forms necessary, and contain all relevant information regarding the matter upon which the Commission is requested to act. Further, any petitioners may withdraw a petition at any time by filing a written notice of withdrawal with the city staff.

- Section 5. Agenda will be added to discussion items by the Chairperson, City Staff or two Commission Members.
- Section 5. The normal order of business at meetings shall be as follows:
1. Call to order
 2. Roll call
 3. Approval of minutes
 4. Audience participation
 5. Discussion Items
 6. Audience Participation
 7. Announcements
 8. Adjournment
- Section 6. A quorum shall consist of a majority of the current YPAC Commissioners, but no less than four (4) members.
- Section 7. All proceedings, decisions and resolutions of the Commission shall be initiated by motion.
- Section 8. An affirmative vote of a majority of those present shall be necessary to pass any motion involving the adoption or amending of plans, policy statements or recommendations to the Council.
- Section 9. Voting shall be by voice vote and shall not be recorded as individual ayes or nays unless requested by a member of the Commission, in which case the Chairperson shall order the vote to be so recorded except that any member may abstain by so declaring prior to vote (except during virtual meetings as prescribed by the Open Meetings Act). An abstention may only be made in the case of a conflict of interest; it is otherwise the duty of all Commissioners present to participate in the vote.
- Section 10. Parliamentary procedure in Commission meetings shall be governed by Roberts Rules of Order, as amended. The City Staff Member shall act as parliamentarian during Arts Commission meetings.
- Section 11. The Staff and other officials of the City may participate in the Commission's discussion, but shall not vote, introduce motions, be counted towards quorum, or initiate any other parliamentary action.
- Section 13. All meetings will end at 9 pm unless extended.

ARTICLE VI – Committees

- Section 1. The Commission or Chair may establish and appoint ad hoc committees for special purposes or issues, as deemed necessary. Less than a quorum may serve on an ad hoc committee at any given time.
- Section 2. The Commission Chair may establish and appoint citizen committees with the consent of the Commission. Membership can be any number, so long as less than a quorum of the Commission serves on a citizen committee at any given time. The purpose of the citizen

committee is to be able to use individuals who are knowledgeable or expert in a particular issue before the Commission or to better represent various interest groups.

- Section 3. All committees are subservient to the Commission and report their recommendations to the Commission for review and action. The Commission can overrule any action of any committee.
- Section 4. The same principles of these Bylaws for the Commission also apply to all committees of the Commission, including, but not limited to, making all meetings open to the public and keeping a record of all proceedings.

ARTICLE IX – Commission Absences

- Section 1. In order to maintain maximum participation of all appointed Commission members at all regularly scheduled meetings, the following attendance guide and Commissioner replacement policy for “excused” or “unexcused” absences should be implemented:
- a. When appointed, each Commissioner should state their willingness and intention to attend each scheduled meeting of the Commission.
 - b. In the event of unplanned personal matters, business trips, family vacation trips, changed job requirements, sickness, or other physical disabilities that prohibit the commissioner from attending the scheduled meeting; the Commission, professional staff of the City, or the Commission Chairperson should be notified as early as possible prior to the start hour of their inability to attend the scheduled meeting. The Commission member upon this notification will receive an “excused absence” for the involved scheduled meeting.
 - c. There will be a limit of three (3) consecutive “excused absences” or two (2) consecutive “unexcused absences” for any member of the Commission. If any member exceeds the above criteria for consecutive absences, the Commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - d. If any Commission member is absent, whether excused or not, from any five (5) scheduled monthly Commission meetings, whether consecutive or not, during any one year period, the commissioner will be recommended for dismissal unless extenuating circumstances exist.
 - e. The recommendation for dismissal as required will be initiated by City staff and forwarded on to the City Council for official action.

ARTICLE X – Miscellaneous

- Section 1. These Rules may be amended or altered during a regular meeting by the affirmative vote of at least six (6) members, or a majority of those on the current roster of the Commission, provided notice of the proposed change is given to the Commission at a preceding regular meeting.

Section 2. The provisions of these Rules shall be discussed and/or adopted or readopted by the Commission annually at their regular June meeting.

Section 3. The Commission shall provide City Council with an annual report. This report shall include discussion of the Commission's activities, the status of any planning processes, priorities and recommendations to Council for the coming year, and any fiscal needs anticipated. This report shall be prepared prior to the preparation of the City's budget priorities.

Moved by Commissioner and Supported by Commissioner that the Rules and Regulations of the Commission be adopted as presented on: _____

YES:

NAYS:

ABSENT:

_____ DENIED
_____ ADOPTED