

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# **Onsite Final Report**

**City of Royal Oak Police Department  
May 8-9, 2023**

**Team Leader: Kevin Cisler  
Team Member: Nicholas Calzetta**



MLEAC ACCREDITATION ON-SITE ASSESSMENT REPORT  
CITY OF ROYAL OAK POLICE DEPARTMENT  
MAY 2023

**A. Agency name, CEO and AM:**



City of Royal Oak Police Department  
450 E Eleven Mile Rd.  
Royal Oak, MI 48067

Michael Moore  
Chief of Police  
[mikem@romi.gov](mailto:mikem@romi.gov)

Karly Renaud  
Lieutenant  
Accreditation Manager  
[karlyr@romi.gov](mailto:karlyr@romi.gov)

**B. Dates of the On-Site Assessment:**

Monday May 8, 2023 – Tuesday May 9, 2023

**C. Assessment Team:**

1. Team Leader: Kevin Cisler, Lieutenant  
Zeeland Police Department  
29 W Main Avenue  
Zeeland, MI 49464  
[kcisler@cityofzeeland.com](mailto:kcisler@cityofzeeland.com)  
(616) 772-9125
2. Team Member: Nicholas Calzetta, Corporal  
Marquette Police Department  
300 W Baraga Ave.  
Marquette, MI 498555  
[ncalzetta@marquettemi.gov](mailto:ncalzetta@marquettemi.gov)  
906-228-0400



## **D. Community and Agency Profile:**

### **1. Community Profile**

Royal Oak is a city in Oakland County, State of Michigan, United States. An inner-ring suburb of Detroit. Royal Oak is about 3 miles north of Detroit's city limits. As of the 2020 census, the city had a population of 58,211.

Royal Oak is located along the Woodward Corridor and is served by Interstate 75 and Interstate 696. The city has one of the largest downtowns in Detroit's suburbs and is also home to much of the Detroit Zoo. The city has a total area of 11.79 square miles.

Royal Oak was named in 1819, during one of the surveying expeditions led by Territorial Governor Lewis Cass. A large oak tree at this small settlement reminded Cass of the story of the Royal Oak, where King Charles II of England, Scotland and Ireland hid to escape capture by the Roundheads after the Battle of Worcester, so he chose that name for the settlement. Royal Oak was not incorporated as a village until 1891. It was reincorporated as a city in 1921.

The Royal Oak Public Schools contain 14 schools with approximately 5,200 students. Royal Oak is also home to Shrine Catholic Grade School and Shrine Catholic High School & Academy.

Downtown Royal Oak features a wide assortment of nightlife venues, including the Royal Oak Music Theatre and the Baldwin Theatre. Mark Ridley's Comedy Castle, a comedy club, was an early venue for performers such as Tim Allen and Dave Coulier. Royal Oak is also home to more than 2,400 individuals and organizations that have established businesses.





## 2. Agency Profile

Royal Oak Police Department (ROPD) was created in 1918. The department currently consists of 76 sworn personnel, 3 officers in the academy, 2 part time civilian property officers, 3 records personnel, one records supervisor, 12 civilian dispatchers, 4 police cadets (civilians), 2 part-time civilian desk employees, one part-time parking manager, and one administrative assistant that reports to the Chief. The department is organized into four major areas, records, patrol, investigations, and administration. The police department has an operating budget of \$21.6 million for the current year.



The police department is a full-service, 24-hour operation. Patrol Operations work twelve-hour shifts and are broken up into four platoons. The switching to twelve-hour shifts occurred on April 1, 2023. There are 35 officers broken up into the four platoons, and two officers currently in the FTO training program. Each Platoon has one lieutenant and 2 sergeants. Criminal Investigation Division (CID) consists of 6 detectives, 1 detective working with the U.S. Secret Service Task Force (SEMFCTF), one sergeant and one lieutenant. The Investigation Unit also consists of 4 undercover officers (Troy SIU, CHIEF, Oakland County NET, DEA Task Force) and one school liaison officer. The Professional Standards Unit has one lieutenant and one sergeant. One deputy chief is assigned to Patrol Operations, and one is assigned to Administration Services. There are two part time property officers. The records department consists of one supervisor and three records employees, and is open Monday -Thursday, 8am-4pm, and Friday from 8am-3pm.

Sworn Personnel consists of the chief of police, 2 deputy chiefs, 6 lieutenants (one is currently an acting lieutenant), 10 sergeants, 4 undercover officers, 7 detectives and 43 officers, including 2 K9 officers and one school liaison officer. There are 12 dispatchers broken up into 4 dispatchers working 8-hour shifts.





### 3. CEO Biography



Chief Michael Moore has been serving the Royal Oak community for the last twenty-three years. Prior to being appointed Chief, he has held the rank of patrol officer, field training officer tasked with training new recruits, detective, task force officer with the Drug Enforcement Administration, sergeant, patrol lieutenant, commander of the professional standards unit, and deputy chief of both staff services and operations.

Chief Moore holds a bachelor's degree in criminal justice as well as a master's degree in criminology, both from Michigan State University. Chief Moore is a graduate of the FBI National Academy, session #284. He is also a graduate of Eastern Michigan University's School of Police Staff and Command Executive Leadership Program.

Chief Moore has been actively involved in the recruitment and hiring of new police officers. He created a cadet program that employs students seeking a career in law enforcement on a part-time basis. The program is already proven successful as four former cadets have attended the police academy and are now sworn police officers at the Royal Oak Police Department.

Chief Moore is a firm believer in partnering with the community to build trust. He recently authored an article published in Police One entitled, "Community Engagement: Back to Basics". The article provided a roadmap for law enforcement agencies to connect with the community they serve that has minimal fiscal impact.

### 4. AM Biography



Lieutenant Karly Renaud has worked for the Royal Oak Police Department for seventeen and a half years. She has served as the Professional Standards Lieutenant since March 2022, and as a patrol Lieutenant since August of 2019. Lieutenant Renaud was hired in 2005 and served as a patrol officer for nine years, before being promoted to Detective. In 2016, Lieutenant Renaud was promoted to the role of Patrol Sergeant, where she served on afternoon shift and midnight shift.

As the Professional Standards Lieutenant, she is responsible for accreditation, internal affairs, annual reports, liquor license approvals, new hire recruitment and background checks, and in-service training for the department. The Professional Standards office also helps assist with the approval of the special events that occur in the city of Royal Oak.



Lieutenant Renaud attended Ferris State University and graduated with a bachelor's in criminal justice. In 2022, Lieutenant Renaud received her master's in criminal justice leadership and Intelligence from Madonna University. Lieutenant Renaud was a graduate of Northwestern University School of Police Staff and Command Class #451.

## **5. Future Issues**

Assessors met with Chief Moore at the department to discuss future issues they are facing as an organization and community. It was evident throughout our conversation and observations during the assessment that the Royal Oak Police Department is a great place to work and has talented people on their staff. There is a strong sense of family within the department and a strong sense of community within the city. There was a positive energy felt throughout the department from the command staff down to the officers. Chief Moore cited recruitment and retention of qualified candidates as a current and future issue. The agency is proactive in this matter as identified in the recruitment plan. This issue is not special to Royal Oak, as agencies around the country are all facing recruitment issues. They recently went to 12 hour shifts instead of the previous 8 hour shifts and hope that this will help make them more appealing for future recruits. Residents and visitors can trust that the members of ROPD will serve with compassion, professionalism, and integrity, while always holding themselves accountable to their core values and the oath they have sworn to uphold.

### **E. Public Information Activities:**

Public notice and input are cornerstones of democracy and MLEAC accreditation. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the commission that otherwise may be overlooked.

The call-in session was held on May 9<sup>th</sup> 2023 from 9a to 11a.

#### **1. Telephone Contacts**

##### **Chris May Resident:**

Chris May is a resident who attended the ROPD Citizen's Police Academy. He saw the ad to call in and wanted to advise the assessors that ROPD is a wonderful, transparent, connected police department with commitment to the community. He has had some





interaction with ROPD officers, and they are very professional. He fully supports the accreditation process.

## 2. Correspondences

Assessors received 4 correspondences regarding the accreditation process:

**From:** David London <[dclondon@gmail.com](mailto:dclondon@gmail.com)>

**Sent:** Wednesday, May 3, 2023 10:39 AM

**To:** Renaud, Karly <[KarlyW@romi.gov](mailto:KarlyW@romi.gov)>; Platt, Christopher <[Chrisp@romi.gov](mailto:Chrisp@romi.gov)>

**Subject:** Accreditation

Hello. I'd like to leave a comment for the Royal Oak Police Department accreditation process. I feel that I'm in the unique position of having served alongside the ROPD in the Police Auxiliary, worked with the department as Chairman of the Veterans Events Committee for several parades and ceremonies over the years, and as a citizen who had to be on the receiving end of compassionate police officer behavior as they dealt with my family's tragedy and the subsequent investigation by detectives. I have seen nothing but honest, transparent, and professional behavior from the department. I've done ride-alongs where the officer had to bring in drug addicts off the street and experienced how empathetic our officers are in real world situations. I've sat through classes with detectives who described the lengths they've gone through to find evidence in dangerous situations that ended not only in arrests but became the model for other departments around the country. At every stage, from rookie officers half my age, to talking with LT and CPT, I've experienced the absolute professionalism I expect from the ROPD and more. Compliance with every reg, from dealing with Woodward Cruisers to apprehending mentally ill citizens to protect their own livelihood, I have nothing but good things to say about the ROPD and their level of professionalism and ethical behavior. Please pass these comments along to the Accreditation Team.

David London

**From:** Christina Clarke <[christinagclarke@gmail.com](mailto:christinagclarke@gmail.com)>

**Sent:** Tuesday, May 9, 2023 11:17 AM

**To:** Platt, Christopher <[Chrisp@romi.gov](mailto:Chrisp@romi.gov)>; Renaud, Karly <[KarlyW@romi.gov](mailto:KarlyW@romi.gov)>

**Subject:** ROPD Compliance

Good morning,



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I would like to submit a positive comment for the Royal Oak Police Department during its accreditation process. I would specifically like to highlight the Royal Oak Citizen's Police Academy. I participated in this program last fall and it was a sterling example of community service and policing. We were able to have engaging and meaningful conversations with our police force and see how they train to best serve our community. Royal Oak is an extremely privileged community to have such a strong PD and I wish others would follow their example.

Thank you,  
Christina Clarke

**From:** Laura Lee Ortiz <[lauraleeortiz@gmail.com](mailto:lauraleeortiz@gmail.com)>  
**Sent:** Tuesday, May 9, 2023 10:38 PM  
**To:** Renaud, Karly <[KarlyW@romi.gov](mailto:KarlyW@romi.gov)>  
**Subject:** ROPD assessment

As a 22-year resident of Royal Oak, I've had a lot of interactions with city police officers some difficult and personal. They have always been respectful, professional, and compassionate.

I've also had the pleasure of working with city police officers (and fire department officials) one-on-one through some difficult emergency room situations during my eight years as an emergency room patient advocate. I got to see first-hand how they interacted with the public, some intoxicated, others injured, many scared. I was so proud of how they handled their jobs. I continue to sing praises for them.

And, late last year I learned that ROPD teamed up with Oakland County Mental Health Services to get some training in crisis intervention. That screamed progress to me.

We're living in some scary times. I feel grateful that Royal Oak has such a strong police force keeping our city safe. We need to do everything we can as citizens to show them how much we appreciate the work they do.

**Laura Ortiz**  
248-996-2060 – cell

**From:** Richard Smith <[richardsmith53@gmail.com](mailto:richardsmith53@gmail.com)>  
**Sent:** Thursday, May 11, 2023 1:44 PM  
**To:** Renaud, Karly <[KarlyW@romi.gov](mailto:KarlyW@romi.gov)>  
**Cc:** Carter, Al <[AlbertC@romi.gov](mailto:AlbertC@romi.gov)>  
**Subject:** Comments to Accreditation Team





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I am responding to a request from Lt. Carter to provide input to the Royal Oak Police Department's accreditation process.

My experience with the Police Department has primarily been through my attendance in last year's Citizens Police Academy. This was an excellent experience that helped me better understand all aspects of how our police serve the citizens of Royal Oak. I have since recommended that opportunity to many other residents, indicating that this is an opportunity that they should take advantage of in upcoming classes.

Additionally, the Police Department has offered community meetings to local religious leaders to better build the bonds between the department and our local churches. As a ruling elder in my church, I had the opportunity to attend one such meeting where we had the opportunity to meet the Chief of Police and to exchange ideas on how our organizations can best work together.

Finally, on a more operational level, my church recently needed police assistance to deal with a visiting member of the community that had been unruly in their behaviour towards staff and volunteers. The department's ability to respond was carefully explained to us, (what they could do and what they couldn't do), and subsequent assistance did solve the problem we were experiencing.

What I've learned about the department in the past two years has been an eye opener, and I am their strong supporter going forward. If there's anything additional that you might need from me, please feel free to contact me for assistance.

Sincerely,

Richard Smith  
125 E. Webster Rd.  
Royal Oak, MI  
248-670-8327

### **3. Media Interest**

There were no inquiries from the media to assessors regarding the on-site.



#### **4. Community Outreach Contacts**

##### **Mr. Paul Brake – Royal Oak City Manager**

Assessors interviewed the Royal Oak City Manager, Paul Brake. Mr. Brake has been the city manager for three years. He explained that the agency has strong city and community support. He spoke highly of Chief Moore and explained that they have a very good working relationship.

Mr. Brake is in full support of the Royal Oak Police Department becoming accredited. He explained that he sees value in it and wished that more police agencies would become accredited.

Mr. Brake expressed his great satisfaction with the new facility that houses the police department and is a facility that should be modeled after by other agencies seeking a new facility.

Mr. Brake was asked to describe the Royal Oak Police Department using adjectives. He stated that agency personnel are proactive, communicative, and empathetic.

##### **Officer Andre Stienke – Union Secretary**

Assessors interviewed Officer Andre Steinke, who is the Royal Oak Police Officer's Association (ROPOA) Union Secretary. Officer Stienke has been with the City of Royal Oak for 10 years as a police officer. Officer Stienke explained that the union and police administration have a very good line of communication. He advised that most issues can be resolved simply through discussion or a meeting, as opposed to a grievance being filed.

Officer Stienke spoke very highly of the agency. He explained that the administration is very supportive and most requests (such as equipment needs) are usually granted. He explained that he grew up in Royal Oak and feels connected to the city.

Officer Stienke had a great attitude and a positive outlook on Royal Oak and policing in general. He advised that the agency is hiring many new officers and he acts as a role model for new officers and leads by example.

Officer Stienke is supportive of the agency's effort to become accredited.

##### **Officer Cavanagh – Narcoctics K9 Officer**

Assessors interviewed Officer Cavanagh, who is the agency's K9 narcotics officer. His K9 partner is named K9 Conan and has been with him for approximately 3 years. He



has been with the agency for 9 years. He explained that he became interested in becoming a K9 handler after working in law enforcement and watching other police dogs work.

### **Officer Joseph Yerke – School Liaison Officer**

Assessors Cisler and Calzetta interviewed School Liaison Officer Joseph Yerke. He is a 10-year veteran of Royal Oak PD and has been assigned the SLO for the past 5 years. This is a position that rotates every 5 years. He currently has 14 schools that he visits. He spends most of his shift at one of the 3 high schools or 2 middle schools. All cases involving juvenile offenders are assigned to him for follow up. He really enjoys working for ROPD and the current administration.

## **6. Agency Ride-along**

### **Assessor Cisler:**

On 5/8/2023 from 2p to 3p Assessor Cisler rode along with Sergeant Dominick Catanese. Sgt. Catanese a 10-year veteran of the Royal Oak Police Department and currently works as a day shift supervisor from 7a to 7p. ROPD just implemented 12-hour shifts and he is really enjoying them. During the ride-along Sgt. Catanese drove Assessor Cisler to different sections of the city such as the downtown business/social district, the industrial section, and some residential areas. He advised on average they take 60 calls for service a shift. At the time there were 8 officers out on patrol. He made a traffic stop for disregarding a stop sign and gave a verbal warning. He advised when not taking calls they like to be proactive and enforce motor vehicle violations and make property checks. Lately they have been averaging one stolen vehicle a week, which is usually out of a commercial lot.

During the ride-along several different citizens on foot waved at the cruiser as it drove by. Sgt. Catanese explained that ROPD has a good relationship with the community and feel they receive positive support. Sgt. Catanese really enjoys working for ROPD and advised the morale is very positive, especially under Chief Moore's leadership. He also advised that there is a good working relationship between the officers and command staff. Sgt Catanese has embraced the accreditation process and feels there is buy in amongst the officers and staff.



### **Assessor Calzetta:**

On Monday afternoon, Assessor Calzetta rode along with Officer Nick Shoemaker. Officer Shoemaker has worked for the Royal Oak Police Department for four years. He spoke highly of the agency and explained that employee morale is very good. He explained that employees of this agency truly care about the department and the city.

Officer Shoemaker explained that Royal Oak is bordered by many different cities. He advised that they have a great working relationship with surrounding agencies, and they often assist bordering agencies when additional help is requested. Officer Shoemaker was very knowledgeable and explained that the city is broken up into multiple patrol areas. He gave assessor Calzetta a tour of the city and its borders.

During the ride-along, many citizens would wave as the patrol car passed them. It was clear that the community supports its police agency and is happy to see them when they are in the neighborhood.

Officer Shoemaker conducted a traffic stop during the ride-along for a minor vehicle violation. He was respectful and courteous to the driver and explained the reason for the stop. He was patient with the driver and listened to what the driver had to say.

No calls for service were received during the ride-along but Officer Shoemaker paid close attention to radio traffic and kept in tune to what his patrol partners were being dispatched to in the event he had to assist.

## **7. Community Involvement**

The City of Royal Oak had 32 special events in 2022. Special events happen throughout the entire year, with a majority concentrated in the spring and summer. Two of the major special events that occur in the City of Royal Oak are Dream Cruise and Arts, Beats and eats.





### **WOODWARD DREAM CRUISE:**

Dream Cruise occurs the third weekend in August and spans Woodward from Ten Mile to Fourteen Mile. Dream Cruise started in August 1995. It has been dubbed as one of the largest one-day car shows and brings people from all over the world. Even though it is a one-day event in August, citizens start “cruising” Woodward as soon as it gets warm.



### **ARTS, BEATS and EATS:**

This event is over Labor Day and brings in over 400,000 people to the city over the 4-day event. The festival is located in downtown Royal Oak, and offers art, over 200 live musical performances and local restaurants showcasing their cuisine. Royal Oak has hosted the event since 2008.



### **F. Essential Services:**



## **Chapter 1 – The Administrative Function:**

### Direction of Personnel

The chief of police has the authority to issue, modify, repeal, amend, revise, and approve agency policies and procedures, general orders, and special orders. The agency policies were clear and understandable. The policies were constructed in a logical manner with employee duties and responsibilities clearly defined. The system is managed by Power DMS.

The agency's mission is to "Keep Royal Oak Safe." The agency's vision is to build Michigan's premier police agency that is a recognized leader for efficiency, effectiveness, innovation, and public safety.

### Fiscal Control

The agency has three cash accounts: Petty cash, front desk cash, and investigative funds. The front desk cash is verified daily, whereas the petty cash and investigative funds are verified quarterly, or more as needed. All the listed accounts have ledgers displaying all transactions, accounting for initial balances, cash received, and cash disbursed. Expenses exceeding established expense limits must be authorized by the police administration office.

### Internal Affairs

The agency accepts and investigates all complaints, including anonymous complaints. All internal investigation files are properly secured with limited access. All complaints filed have a final disposition made by the chief of police, and the complainant is notified of the outcome.

During the assessment period of 2022, the agency received 16 citizen complaints. The following were the results of those complaints:

Sustained: 2

Not Sustained: 2





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Exonerated: 2

Unfounded: 8

Withdrawn: 2

Of the 2 sustained complaints, both employees were counseled by a supervisor. The agency uses training and counseling in lieu of discipline when appropriate.

### Disciplinary Procedures

The agency has well-established policies and procedures that detail the rules, regulations and expectations for employee conduct. The agency is well disciplined and has procedures to apply training and counseling in lieu of punitive employee discipline. Disciplinary action can include oral reprimand, written reprimand, suspension without pay, demotion, or discharge. The agency has a grievance procedure that is established by the collective bargaining agreement. No grievances were filed during the assessment period.

### Organization

All sworn personnel take, sign, and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States and the Constitution of the State of Michigan. All agency personnel acknowledge a code of ethics. Bias-influenced policing is strictly prohibited by the agency. There is a definition for bias-influenced policing, including prejudicial decisions affecting individuals in classes protected by federal and state law.

The agency also prohibits unlawful workplace discrimination and harassment, including sexual harassment. The written directive outlines a proper reporting mechanism in the chain of command, including an alternate reporting process for any conflict of interest. The directive requires employees to report any type of harassment and requires investigations to be conducted in accordance with state law. During the onsite the written directive was amended to include a requirement that all employees report any harassment even if they are not one of the actors. There were no reported incidents of harassment during the assessment period.

Police personnel have a structured unity of command. In the Royal Oak Police Department, the chief of police is supported by two deputy police chiefs and five lieutenants. One deputy chief oversees the Staff Services Unit the other oversees the Patrol Unit. One lieutenant is assigned to Professional Standards, one is assigned to Investigative Services and three are assigned to the Patrol Unit.



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### Agency Equipment and Property

Agency personnel are responsible for the proper care of department property and any equipment that is assigned to them and report any malfunctions, damage, or loss of equipment immediately to a supervisor. The wearing of body armor is mandatory for all sworn personnel, with additional requirements to wear body armor while engaged in pre-planned and high-risk operations.

### Public Information



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By policy, the Public Information Officer has the responsibility for public comments, oral or written, concerning the Royal Oak Police Department. The ranking duty command officer also has the responsibility of making news releases concerning current police activity in the absence of the Public Information Officer, Chief of Police, or Deputy Chief of Police.

The policy establishes that the Public Information Officer or Command Officer will keep news media aware of police situations within established parameters and should establish a media staging area at major scenes.

### Agency Records and Computers

The agency has a detailed policy describing field reporting, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords. The agency uses Oakland County's Courts and Law Enforcement Management Information System (CLEMIS) for records management. There are extra security measures for non-public records. Records personnel handle all Freedom of Information requests (FOIA), and the agency abides by the state retention and disposal requirements in accordance with Michigan Statute and Records Management.

The agency has procedures to protect its central records. The data is stored and backed up electronically and is password-protected. There were no breaches in security during the assessment period.

### Agency Training

The agency's training records are current and are being maintained in accordance with applicable retention schedules. Training course content is outlined, and lesson plans are utilized. In-house instructors are properly trained and experienced. New sworn personnel are required to complete an extensive training program. Officers in field training rotate shifts. Field training officers are properly selected and trained through a documented process. Annual training includes firearms, legal update, non-deadly force decision making, Taser proficiency, Haz-mat, and use of force.

### Authorization and Use of Agency Weapons and Ammunition



The CEO is the authorizing authority for weapons and ammunition requirements, including specialized weapons. The agency uses certified/qualified staff for armorer inspections, repairs, and replacement. Records of weapons are properly maintained with written guidelines for storage.

## **Chapter 2 – The Personnel Function:**

### Personnel Benefits and Responsibilities

The agency has an established policy outlining an employee assistance program (EAP), line-of-duty injury and death circumstance policy, and an employee collision and review process. The agency uses a third-party provider for the Employee Assistance Program. The agency also has a comprehensive exposure control and reporting policy.

### Performance Evaluations

The agency policy and procedure require all agency personnel to receive annual coaching and feedback sessions. The system includes directions to raters regarding evaluation responsibilities and procedures on how to use the required forms. The evaluation system has a clear appeal process. The agency has an established early warning system.

### Promotion of Sworn Personnel

The promotional process is conducted by a city established Civil Service Board. The Civil Service Board prescribes examinations and tests to measure qualifications of candidates. A probationary period of six months is established for newly promoted personnel.

### Recruitment of Sworn Personnel



The Royal Oak Police Department actively participates in the recruitment of sworn personnel. The agency is taking steps to attract qualified applicants. The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The stated goals and objectives for recruitment are clear and understandable.

The agency actively recruits new personnel through promoting activities that will increase the pool of applications such as attending job fairs, school programs, and public employment programs. The agency attends local police academies and other community events in an effort to continually seek out qualified applicants. The Royal Oak Police Department has 76 sworn employees.

The recruitment plan is scheduled to be reviewed every three years.

### Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a thorough background investigation, as well as a medical and psychological exam. The Office of the Chief of Police is directly involved in the interview and hiring process of new applicants.

### Reserve Officers and Civilian Volunteers

The agency has an active chaplains program. The Police Chaplain Program is designed to provide counseling and support for citizens that are in need and may be experiencing a crisis. The Police Chaplain also acts as a liaison with other religious leaders in the community. The Police Chaplain also provides support and assistance to officers and their families.

The agency also operates an Auxiliary Police Unit. The unit is an unarmed voluntary organization. The responsibilities of the unit are to assist sworn officers in the discharge of their duties. Those responsibilities include crowd control, traffic control, patrolling of city parks and other city properties, and reporting suspicious activities.



## **Chapter 3 – The Operations Function:**

### Arrest, Search and Seizure

The Royal Oak Police Department is a full-service agency with arrest powers. The agency and its policies follow the United States Constitution in relation to arrest, search, and seizure. The agency recognizes the foundation set forth in the Fourth Amendment.

Agency policy outlines the warrantless search exceptions and the need for a court-authorized search warrant, when applicable. The agency takes in-custody arrests directly to their temporary detention facility for processing. Breathalyzers for Operating While Intoxicated (OWI) arrests are also conducted at the detention facility. If arrested subjects are not able to make bond or be arraigned, the detainees are transported to Oakland County Jail.

The agency only conducts strip searches when an arrestee is lodged and there is reasonable cause to believe the suspect is concealing a weapon, controlled substance, or evidence of a crime. A person who has obtained prior written authorization from a supervisor conducts the strip search. The strip search must be conducted by a person of same sex, in private in a place, which prevents the search from being observed by a person not conducting or necessary to assist with the search. Pursuant to a search warrant, body cavity searches are conducted by competent medical personnel.

### Interview and Interrogation

The Royal Oak Police Department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations.

The designated interrogation room in the ROPD jail area is a weapons-free room. Officers and detectives shall secure their weapons in a designated gun locker prior to entry. The interrogation rooms are in the secure lock-up area of the jail and in the secure area of the Criminal Investigation Division. Both rooms have audio and video recording capabilities. The recording system is manually actuated and automatically saves video to a cloud-based storage system.

An informal interview room is located on the second floor off the lobby of the CID. The





room has audio and video recording capabilities. The recording system is manually actuated and automatically saves video to a cloud-based storage system. The second informal interview room is located on the first floor off the lobby. This room is not audio or video recorded. The interviewer is responsible for the safety and security of persons brought to the interview room. A thorough search of the interview room is conducted for weapons and contraband prior to placing detainees inside the room and after the detainee's removal from the room. Interviews can be monitored from desktops as well as a monitor that is located outside the interview room.

### Use of Force

The Royal Oak Police Department has use of force policies and procedures in place that meet the accreditation standards.

In 2022, the Royal Oak Police Department responded to 46,554 calls for service and had 9,794 arrests. Of those arrests 123 involved use of force.

The agency conducted a meaningful review of each incident. Police department personnel were involved in 123 use of force incidents involving 130 individuals that resulted in the completion of 308 individual Subject Resistance/Officer Control Forms. Deputy Chief Stanton reviewed each individual incident and conducted an annual review analysis.

During the review policy and procedure violations, as well as improper or unsafe tactics were discovered. These policy, procedure and tactical violations led to 5 use of force related counselings, 2 counselings related to poor prisoner searches, 1 counseling due to unprofessional language and 4 counselings related to the officers' failure to immediately activate BWCs. Counselings related to the use of force decreased by 6 compared to 2021.

In 2022 there was one incident involving the use of deadly force. 14 rounds were discharged by an officer into a suspect vehicle after the suspect driver placed the life of the officer in imminent danger. The suspect was not struck.

Eight arrested subjects claimed injury or received medical assistance due to the application of force and or resistance.

Fifteen officers claimed injury while using some level of force. All injuries reported were relatively minor in nature.

When comparing the 2022 use of force review to 2021, there were twelve more officer related injuries caused during the use of force in 2022. Nearly all the injuries were minor and only one instance required medical attention (22-44775). Injuries to arrested subjects increased by 5 in 2022. Nearly all injuries were minor and can be attributed to being taken to the ground.



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Overall physical controls increased by 48 in 2022. Six strikes were reported in 2022 which is 3 more than last year. No impact weapons were used in 2022. Takedowns increased slightly by 2 instances. Taser pointing and taser deployment increased by ten, with 19 out of 20 instances in 2022 consisting of taser pointing only. OC Spray was not utilized in 2022.

No excessive use of force was found during any use of force review.

### Communications

The Royal Oak Police Department maintains a dispatch center on-site within the department. The assessment team toured the facility and spoke with two of the dispatchers working and observed how dropped 911 calls are handled. All 911 calls to the Royal Oak Police Dispatch Center are automatically recorded electronically. All recordings are preserved for at least a thirty-



one (31) day period. All dispatchers' consoles have immediate playback capability of 911 calls, nonemergency phone calls, and radio communications. The dispatchers are supervised by a patrol sergeant. There are usually 4 dispatchers working on a shift. The Communications Center monitors surveillance video of the entire department and has a clear view of the prisoner cells.

There is an alarm system located throughout the building that can be activated by touching a strip along the lower end of the wall. This is also located throughout the booking and temporary holding facility. When activated an audible and visual alarm rings into the dispatch center. Assessors observed a demonstration of the alarm system.

The Royal Oak Police Department maintains an emergency backup generator to provide power to dispatch/communications equipment (radios and telephones). In the event of a power outage, the back-up generator will automatically switch on. The generator self-tests every week and a full capacity/load test is conducted annually.

The Communications Center uses the Courts and Law Enforcement Management Information System (CLEMIS) Computer Aided Dispatch. Each dispatch station is set up for a dispatcher to perform all tasks. All Emergency Medical Dispatch (EMD) is handled by the Royal Oak Communications Center. The Communications Center provides dispatch services for both the Royal Oak Police and Fire Departments.

### Field Activities



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The Royal Oak Police Department policy allows for vehicle pursuits by officers who follow the established guidelines in the written directive. Roadblocks, and/or intentional collisions may only be used when there is threat of a life-threatening felony. Roadblocks and boxing are only to be used in specific situations, which are outlined in the policy, and with prior permission of a supervisor.

The Royal Oak Police Department documents all vehicle and foot pursuit incidents. This includes an uninvolved shift supervisor conducting a review of the pursuit with the involved officers. Each patrol shift lieutenant is responsible for conducting a meaningful review of any pursuit which occurs on their shift. Upon completion of that review, their report is subject to an administrative review by the Deputy Chief of Operations. The decision to pursue a vehicle is evaluated on several factors including but not limited to reason for the pursuit, severity of the offense, probable outcome, danger to the public, as well as traffic and weather conditions.

During 2022, the Royal Oak Police Department was involved in thirty-eight vehicle pursuits. Of these thirty-eight pursuits, twenty-nine were terminated and nine resulted in arrest. There were no deaths caused by any of these pursuits. There were no documented injuries to police personnel, suspect vehicle occupants or third-party citizens in 2022.

Tire Deflation Devices (TDD) were deployed a total of three times over the course of the 38 vehicle pursuits. Two of those TDD deployments resulted in successful contact with the tires of the suspect vehicle.

A review of ROPD pursuits for 2022 revealed a total of 29 occurrences of documented policy violations or training deficiencies to individual Royal Oak personnel. Each documented occurrence resulted in a counseling statement placed into the officers Guardian Tracking file. During that counseling session, the shift supervisor and officer discussed the pursuit, the policy and/or training issues observed, and the path forward to prevent these deficiencies from occurring again. None of the 29 occurrences of documented policy violations or training deficiencies resulted in discipline in 2022.

The Royal Oak Police Department has in-car computers available in each patrol vehicle, accessible to each patrol officer. The agency has video recording equipment in their police vehicles and body cameras using the Axon system. The in-car videos are remotely downloaded when the patrol car pulls into the department's parking lot and body cameras while charging. All videos follow the agency's retention guidelines.

The Royal Oak Police Department allows foot pursuits and has written directives guidelines and procedures in place regarding them. The Royal Oak Police Department was involved in two foot pursuits during the calendar year 2022. One foot pursuit ended with the capture of the fleeing subject. The other was terminated. All foot pursuits complied with the agency's policy and the accreditation standards. There were no



injuries to any of the fleeing suspects or the officers. Policies and training practices were reviewed and there were no recommended changes. There was no equipment or discipline issue with any of the foot pursuits.

A meaningful review is conducted for each foot pursuit.

### Traffic Safety and Enforcement

The Royal Oak Police Department has applicable policies in place regarding traffic violation enforcement, enforcement options, offenders, and traffic direction and control. The directive establishes procedures to conduct motor vehicle stops, including high-risk stops. The enforcement options include warnings, citations, and arrest when appropriate.

The department officers are proactive in traffic enforcement and participate in direct patrols. The officers engage in community policing activities such as foot patrols, school walkthroughs, business contacts, and community events.

### Homeland Security/Critical Incidents

The Royal Oak Police Department has written directives for a critical incident system that complies with standards. The agency uses the Incident Command Structure (ICS) during community events and has a very structured well documented system.

The Royal Oak Police Department uses the ICS for critical incidents as well as community events such as parades, The Arts Beats and Eats and the Woodward Dream Cruise.

### Police Canine

The Royal Oak Police Department has a canine unit that currently includes two assigned officers and two dogs. One canine is trained for locating narcotics, tracking, building searches and use of force. The other canine is trained for explosives. They are also used for community events and friendly walk through of schools. They train with other agency handlers four times a month for eight to ten hours. During the accreditation period, the dogs were not used as a method of force. The written directives comply with the standards.



## **Chapter 4 – The Investigative Function:**

### Criminal Investigation

The on-duty shift sergeant is responsible for screening all incoming reports and forwarding those reports that require follow-up to the Criminal Investigation Division (CID). The Criminal Investigation Division Commander (Detective/Lieutenant) or his designee reviews each report and assigns the report to the appropriate investigator. The investigator determines if additional resources are needed to fully investigate the incident. The CLEMIS system is used to manage case status and assignments. A policy is in place for eyewitness identification. The Criminal Investigation Division is responsible for follow up on all criminal cases, and investigations.

### Crime Scene Processing

The Royal Oak Police Department has evidence technicians, detectives, and accident investigators available 24-hours a day. When an evidence technician processes a crime scene, the evidence is collected and brought back to a secure evidence processing room. The evidence is then processed and placed into a temporary storage locker before a property room custodian places it into the evidence room.

### Storage of Evidence and Property

Appropriate policies are in place for property processing and evidence collection. The agency has a primary and secondary property custodian who has keys and key fob access to the evidence storage room. No other personnel have access to the keys or property room.

The assessors toured the evidence storage room. The temporary storage room, which is located on the main floor, has lockers that can be locked after property is placed in them. Once the evidence is logged using the CLEMIS property system the custodian is notified that there is property to be placed in the evidence storage room which is located



downstairs. Anybody that enters the property room must be accompanied by a property custodian and sign into the log.

The door to the property and evidence room has key fob access. There are security cameras located inside the evidence storage room as well as outside the door and in the hallway. The evidence is categorized by complaint number and type. There is a section for found property, digital/audio evidence, and general evidence. There is a separate locked secure section for firearms and weapons, money and jewelry and DNA and CSC kits. Another separate locked section is for homicide evidence. There are 2 freezers for DNA evidence as well.

Large storage items such as bikes are located in a secure caged area in the garage.

A secure garage that is used for recovered vehicles and larger items may be processed for evidence. Evidence that needs lab submission is sent to the Oakland County Crime Lab or the Michigan State Police Lab.

All time-sensitive inspections, audits and inventories were conducted. There were some discrepancies identified during an inventory check that was conducted because of the appointment of a new Chief of Police. Those discrepancies were because of a clerical error on the location of the property. Assessors toured all the areas of property. Assessors interviewed the on-duty property custodian. He is organized, has an advanced knowledge of the CLEMIS property system, and follows department policy concerning property and evidence.

### Juvenile Matters

The Royal Oak Police Department has established policies regarding juvenile status offenses, including runaway cases, unidentified adults and children, and the safe delivery of newborns. The School Liaison Officer (SLO) is responsible for handling all juvenile related crime. The SLO is assigned to the Criminal Investigation Division. The officer primarily deals with all juvenile matters and cases and assists with victims who are juveniles. The SLO is also involved in community events and spends most of his shift at one of the 14 schools he is assigned to.





## Special Investigations and Operations

The Royal Oak Police Department has a special investigations policy. The written directives comply with standards. The agency is well organized in keeping records of information shared or received with other agencies.

Four officers are assigned to special task forces and report to the CID Lieutenant and Detective Sergeant. One is assigned to the Oakland County Narcotics Enforcement Team (NET). One is assigned to the CHIEF Hotel Interdiction Task Force, One is assigned to the DEA and another is assigned to the TROY Special Investigation Unit (SIU) Confidential Informant (CI) information is kept securely in the computer and in a locked file cabinet located in the CID Supervisor's office. CI's are primarily used for tobacco and liquor control stings. Every CI is assigned a number and are referred to by their assigned number in record keeping. The agency has a de-confliction policy.

## **Chapter 5 – The Arrestee/Detainee/Prisoner Handling Function:**

### Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

The Royal Oak Police Department has established procedures for the transportation of arrested subjects to include searching vehicles prior to the beginning of each shift, prior to and following any transport, and the securing of arrested subjects in restraints during transport.

Custodial arrests are brought to the Royal Oak Police Department Holding Facility for processing. At the Royal Oak Police Department Holding Facility, there is sight and sound separation for males, females and juveniles.

Inside the facility, each cell is searched and inspected prior to and immediately after each use of a cell. Weekly inspections of all areas of the jail are documented on an inspection log. The written directive requires personnel be initially trained in supervision and care of detainees with refresher training every year. Fire evacuation procedures are in place.

Detainees held in the department holding facility are video monitored at all times. Proper suicidal screenings are in place. Video surveillance of the holding facility is constant within the Communications Center.



### **G. Applied Discretion Compliance Discussion:**

This section provides specific information on those standards found to be in compliance after on-site adjustments were made.

During this on-site, the agency had three standards in applied discretion:

#### *Standard 1.5.1 Oath and Swearing*

ISSUE: The agency did not have oath and swearing covered in a written directive.

AGENCY ACTION: The language was added into the Standards of Conduct Policy.

#### *Standard 1.5.5 (d) Unlawful Workplace Harassment*

ISSUE: The agency's written directive had the language all employees **should** rather than **shall** report any harassment even if they are not one of the actors.

AGENCY ACTION: The written directive was amended to change should to shall.

#### *Standard 3.4.6 Backup Generator*

ISSUE: The agency did not have a written directive for the backup generator.

AGENCY ACTION: The agency added a written directive for the backup generator in the Communications Policy.

### **H. Waivers of Standards:**

This section provides specific information on those standards which qualified for waivers. Waivers are available to agencies when it is impossible to comply with a specific standard. A request to waive standard compliance must be made to the Michigan Association of Chiefs of Police Accreditation Program Director in writing, on an official agency letterhead, signed by the CEO. The following standards were granted non-applicable waivers:

#### *Standard 2.1.3 Extra-Duty Employment*

#### *Standard 2.6.1 Auxiliary/Reserve Officer Program*

### **I. Standards Noncompliance Discussion:**



All standards were in compliance.

**J. Future Performance / Review Issues:**

The agency was well prepared for the onsite assessment, as evident by the absence of standards in noncompliance. The assessment team encouraged ROPD accreditation managers to get more involved in the MACP accreditation community and possibly become assessors themselves. Currently there is high morale running throughout the department as seen by the positive energy and lack of grievances. Some of this is accredited to being in a brand-new beautiful state-of-the-art building and having excellent equipment. They also recently converted from 8-hour shifts to 12-hour shifts which most officers seem to love. Chief Moore has been Chief for almost 2 years, and it has been a welcome change and style in leadership according to his staff and officers. It may be a foreseen challenge to maintain this positive energy and morale as these new positive changes no longer become new. The only other foreseen challenge as mentioned by Chief Moore was recruitment and retention of personnel.

**K. Summary and Recommendation:**

A thorough review of the files for compliance was conducted, as well as observations of compliance; and, after interviews were conducted, it was determined that the agency was in compliance with all of the established accreditation standards. Accreditation is recommended.

Kevin Cisler, Team Leader  
Date: May 12, 2023

Reviewed and approved to be scheduled for a hearing before the MLEAC.

*Ronald L. Welf*