



Commission on Accreditation for
Law Enforcement Agencies, Inc.
13575 Heathcote Boulevard
Suite 320
Gainesville, Virginia 20155

Phone: (703) 352-4225
Fax: (703) 890-3126
E-mail: calea@calea.org
Website: www.calea.org

May 25, 2017

Mr. Mark Lightner
Chief of Police
Huber Heights Police Division
6121 Taylorsville Road
Huber Heights, OH 45424

Dear Chief Lightner:

CALEA Accreditation represents a commitment to professional excellence. The work of your organization toward attaining this internationally recognized credential is indicative of sound leadership, as well as practitioner support of adherence to standards.

The report accompanying this transmittal is provided only to the chief executive officer and represents observations and findings from the most recent standards-based review of the organization. It is important to review this document in its entirety with specific attention to any matter indicating compliance concerns, required policy/practice adjustments, or outcomes not reflective of the intent of standards. The Commission will use this document as the primary resource in considering your organization for accreditation. To that end, you or a qualified representative(s) should be prepared to address information contained in this report and respond to inquiries by Commissioners

The Huber Heights Police Division is scheduled for a Review Committee Hearing at the next Commission Conference in Providence, Rhode Island on July 29, 2017. While the Commission does not require your attendance at this hearing, your participation helps ensure a comprehensive understanding of issues impacting your agency's candidacy. An Awards Banquet for successful organizations will occur in the evening following the Review Committee Hearing.

CALEA is The Gold Standard for Public Safety Agencies and we are honored to have your organization participate in this highly regarded process.

Sincerely,

W. Craig Hartley, Jr.
Executive Director



CALEA®

THE GOLD STANDARD IN PUBLIC SAFETY



Huber Heights (OH) Police Division

Assessment Report



2017

**Huber Heights (OH) Police Department
Assessment Report
February 2017**

Table of Contents

Section		Page
A	Agency name, CEO, AM	1
B	Assessment Dates	1
C	Assessment Team	1
D	Program Manager	1
	Type of Assessment	1
E	Community and Agency Profile	1
	Agency Profile	2
	Demographics	2
	Future Issues	3
	CEO Biography	3
F	Public Information	3
	Public Information Session	3
	Telephone Contacts	4
	Correspondence	4
	Media Interest	4
	Public Information Material	4
	Community Outreach Contacts	4
G	Essential Services	5
	Chapters 1 – 17	5
	Biased Based Profiling	5
	Use of Force	6
	Chapters 21 – 35	9
	Grievances	9
	Discipline	10
	Recruitment	11
	Training	11
	Promotions	11
	Chapters 41 – 61	13
	Crime Statistics	13
	Vehicle Pursuits	14
	Critical Incidents, Special Operations and Homeland	

	Security	16
	Internal Affairs	17
	Chapters 70 – 84	19
	Property and Evidence	20
H	Standards Issues Discussion	21
I	20 Percent Standards	21
J	Future Performance /Review Issues	21
K	Standards Summary Table	21
L	Summary	22

A. Agency name, CEO and AM

Huber Heights, Ohio, Police Department
6121 Taylorsville Road
Huber Heights, Ohio 45424

Mark Lightner, Chief of Police
Kristi Warden, Accreditation Manager

B. Dates of the On-Site Assessment:

February 12, 2017 – February 15, 2017

C. Assessment Team:

1. Team Leader: J. Eric Kerns
Assistant Chief of Police
Burlington Police Department
267 West Front Street
Burlington, NC 27215
(336) 229-3543

2. Team Member: John Farrell
Accreditation Policy Coordinator
Orange County Sheriff's Office
285 Uptown Blvd. #445
Altamonte Springs, FL, 32701
(702) 510-4546

D. CALEA Program Manager and Type of On-site:

Dan Shaw, Program Manager

Law Enforcement fourth reaccreditation, B size (authorized 74 personnel; authorized 54 sworn (actual 48) and 19 non-sworn full-time employees). 5th Edition Law Enforcement Advanced Accreditation (Version 5.7). The agency used the Power DMS software program for the assessment.

E. Community and Agency Profile:

Huber Heights, encompasses 26 Square miles with a service population of 38,000 and over 800 businesses. Huber Heights is the largest northern suburb in the Dayton and Montgomery County area covering Montgomery, Miami and Green Counties. Huber Heights is located 70 miles west of Columbus and 60 miles North of Cincinnati. Huber Heights is also a recreation location with the development of the City of Huber Heights' Aquatics Center and the Rose Music Center which opened in 2015. Huber Heights also attributes its continual growth and development to its exemplary school district. Student enrollment is on average 8,000 students with recently updated state of the art facilities for students.

The City functions with a modified Council-Manager organizational structure. The City Council is comprised of nine members including the Mayor, who is elected separately at large for non-administrative purposes. The current Mayor is Tom McMasters. The City Manager Rob Schommer, who serves as the chief administrative officer (Director of Public Safety), is appointed by the majority of the City Council and serves at the pleasure of the council.

Agency Profile:

The Police Division is divided into three primary sections which include administration, support, and operations. Huber Heights Police Department and Communications Center provides 24 hour service, 7 days a week. The administration section is under the command of a Lieutenant and includes Professional Standards, Recruiting, Equipment, Facility, Fiscal Affairs and Property Room. The support section includes Communications and the Records unit under the management of a civilian manager. The operations section is under the command of a Lieutenant over uniform patrol which is comprised of four watches responsible for 24-hour patrol coverage and Targeted Enforcement including a Lieutenant over Criminal Investigations and Public Affairs. The agency's FY 2016 budget was \$7.634 million. The agency receives approximately 35,000 calls for service per year.

Demographics:

The demographic composition of the service area and agency are represented in the following table:

Demographics Report

	Service Population		Available Workforce		Current Sworn Officers		Current Female Sworn Officers		Prior Assessment Sworn Officers		Prior Assessment Female Sworn Officers	
	#	%	#	%	#	%	#	%	#	%	#	%
Caucasian	29681	78%	16359	81%	46	96%	3	6%	46	96%	3	6%
African-American	4891	13%	2441	12%	1	2%	0	0%	1	2%	0	0%
Hispanic	1178	3%	492	2%	0	0%	0	0%	0	0%	0	0%
Other	2351	6%	951	5%	1	2%	0	0%	1	2%	0	0%
Total	38101	100%	20243	100%	48	100%	3	6%	48	100%	3	6%

The population is 38,101 in 2010. The demographic makeup of the community has stayed relatively unchanged. The current recruitment plan addresses the demographic makeup of the department and the community. The change in departmental demographics will be a slow process that the agency is dedicated to. The department

has increased minority officers since the last accreditation period and continues to make this a priority with their commitment to the recruitment plan to ensure a sworn workforce representative of the community.

Future issues

The City of Huber Heights Police Division faces an increase in service demands based on development and growth over the past couple of years. Huber Heights is now a destination spot in northern Montgomery County and southern Miami County, not only for residents, but for the influx of citizens that visit for shopping, family recreation and entertainment purposes. While the resident population is at a steady growth, the service population has seen a sharp increase. Staffing levels for the Police Division have remained consistent over the past few years with no increase in personnel. The goal of the Police Division would be to reactivate the four unfunded positions in the authorized staffing levels that have been unfilled for over the past ten years. The Police Division already faces an aging workforce, with many service retirements on the horizon. That alone has put the Police Division in a steady stream of recruitment and hiring processes. The agency will need to focus on innovative and attractive recruitment efforts to attract a diverse pool of applicants over the upcoming years. That in itself is a challenge considering the environment that law enforcement nationwide faces. Relationship building and public perception will be a vital part in not only recruitment and selection, but in community based policing within the agency's service area.

CEO biography

Chief Mark Lightner was appointed Chief in May of 2014. He was hired by the Huber Heights Police Division in January of 1992 after working for over 5 years with the St. Paris, Bellbrook, and Xenia Police Departments. As Chief, he oversees the day to day operations of the Police Division.

Chief Lightner initially served as a patrol officer prior to being promoted to Sergeant in 2000. He was instrumental in the development of the Bike Patrol Program, which is still widely used today. In 2005, Chief Lightner was promoted to Lieutenant. He has served as the Administrative, Patrol, and Investigative Lieutenant. Duties included being responsible for Internal Affairs as well as Division Training.

Chief Lightner is a graduate of the Police Executive Leadership College.

F. Public Information Activities:

Public notice and input are corner stones of democracy and CALEA 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.

a. Public Information Session

The Public Information Session was held on Monday, February 13, 2017, at 5:00 p.m. in the Community Room of the Huber Heights Police Department

located at 6121 Taylorsville Road, Huber Heights, Ohio. Except for agency personnel, no one attended the Public Information Session. The public information session concluded at 5:10 p.m.

b. Telephone Contacts

The assessors received no telephone calls during the designated call-in period.

c. Correspondence

The assessment team received no written correspondence.

d. Media Interest

The Accreditation Manager provided copies of all public information notices regarding the agency's accreditation that were distributed to local news media organizations and to the public via local print media. The City also distributed the notice via the City's and Police Division's website, the State of Ohio Accreditation Resource Coalition website including postings in conspicuous locations throughout the City of Huber Heights such as City Hall, Public Libraries and the local YMCA to name a few. There was one documented news media article that appeared in the local media (*Huber Heights Courier*) announcing the upcoming assessment of the agency prior to the start of the assessment.

e. Public Information Material

The agency completed appropriate steps to publicize the on-site assessment. The accreditation manager appropriately announced the assessment team's pending visit to the agency and the public information sessions to be conducted by the assessors. The assessment was publicized through news releases to area news media organizations in the format required by the Commission including City and Police Division websites including the State of Ohio Accreditation Resource Coalition website. Agency employees were briefed in advance about the forthcoming assessment through a written notice posted/electronically within the agency's facility. All interested parties were invited to offer comments to the assessment team. No comments were received during the scheduled telephone session or the Public Information Session.

f. Community Outreach Contacts

During the assessment, the assessors had the opportunity to interview several leaders of key community organizations that work with the agency on community safety issues. The team interviewed the following community leaders: Rob Schommer, City Manager and Public Safety Director; Katie Knisely, Human Resources Manager; Ivan Pretlow, Pastor of Lighthouse Family Worship; Bob Coughlin, Prosecutor for the City of Huber Heights; David Ford, Safety and Security Director of the Huber Heights Schools; Kaleb Landers, Patrol Officer of Huber Heights Police Department; Brad Reaman,

Officer of the Huber Heights Police Department and Representative of the Fraternal Order of Police, Ohio Labor Council, Inc. – Law Enforcement Officers (Blue Union); John Kissee, Sergeant of the Huber Heights Police Department and Representative of the Fraternal Order of Police, Ohio Labor Council, Inc. – Sergeants (Silver Union).

All comments received from these community members were positive and praiseworthy regarding the agency, its practices and its reputation regarding compliance with accreditation standards. A few descriptive words to describe the agency were: caring, reasonable, supportive, and professional. As an example of these comments, City Manager Rob Schommer has a long history with the CALEA Accredited agency as Chief of Police and now City Manager (Director of Public Safety). Mr. Schommer, is proud of the agencies professionalism and accomplishments. One of the department's main strength is hard working, high quality staff. The department also has good relationships with union representatives. Pastor Ivan Pretlow, believes the department is highly professional and a caring department that is interested in community relations.

G. Essential Services

Law Enforcement Role, Responsibilities, and Relationships and Organization, Management, and Administration. (Chapters 1-17)

The agency completed the required biennial training on ethics in 2013 and 2015 and all personnel signed an oath of office and/or code of conduct. The agency has the required written directives and procedures in place regarding Consular Notifications. The law enforcement role and authority of the agency are established in state statutes, city ordinances and the agency's written directives and rules and regulations. The agency's written directives on limits of authority, arrest procedures, as well as search and seizure procedures are clear and concise. Strip searches and body cavity searches are governed by state law and agency written directives. Personnel must request supervisor approval prior to a strip or body cavity search. There were no reported strip searches or body cavity searches during this reaccreditation period. The Montgomery County Sheriff's Department conducts strip searches of Huber Heights arrestees when an officer transports a prisoner to their detention facility.

Bias Based Profiling

The agency has comprehensive written directives that prohibit biased-based policing and the agency addressed the training and review requirements. The agency requires reasonable suspicion or probable cause to initiate such actions by police officers. The agency recruits receive training in the basic academy and officers complete periodic retraining on biased-based policing during in-service. The agency completed a documented annual administrative review of biased based policing activities for all three

years. The reports were completed by the Administrative Commander. The review examined traffic stops, asset forfeitures, and citizen complaints, and did address bullet d on agency policies, procedures, practices and citizens' concerns from the reviews and analysis.

Traffic Warnings and Citations

Race/Sex	2014			2015			2016		
	Warnings	Citations	Total	Warnings	Citations	Total	Warnings	Citations	Total
Caucasian/Male	1517	1259	2776	1404	1340	2744	1123	1117	2240
Caucasian/Female	1071	834	1905	1022	919	1941	895	826	1721
African-American/Male	652	493	1145	559	542	1101	540	482	1022
African-American/Female	407	283	690	401	339	740	413	303	716
Hispanic/Male	*	*	*	*	*	*	*	*	*
Hispanic/Female	*	*	*	*	*	*	*	*	*
Asian/Male	31	25	56	17	35	52	15	24	39
Asian/Female	18	12	30	14	15	29	13	14	27
OTHER	145	41	186	166	36	202	46	37	83
TOTAL	3841	2947	6788	3583	3226	6809	3045	2803	5848

Biased Based Profiling

Complaints from:	2014	2015	2016
Traffic Contacts	0	0	0
Field Contacts	0	0	0
Asset Forfeiture	0	0	0

The agency received zero citizen complaints on bias-based policing during this three-year reaccreditation period. There were no discernable trends or patterns demonstrated from the review of the traffic warning and citation data, other than a slight decrease in traffic citations and traffic warnings in the third year of the assessment data, which can be attributed to decreased staffing levels.

Use of Force (1.3)

The agency's use of force policy is comprehensive and addresses all of the related standards and is consistent with the state law and CALEA language. All agency members authorized to carry weapons are instructed in the use of force policies. All agency personnel must demonstrate proficiency biennial in the use of any authorized less lethal weapons before receiving authorization to carry that weapon. The agency provides required training involving use of force, and less-than-lethal weapons.

Personnel were only required to demonstrate proficiency annually with one firearm of a specific brand/make and then allowed to carry other models of that same make and nomenclature. The agency did not require officers to show proficiency with all firearms that the officer could carry on/off duty. If an officer had access to two or three different model Glock's then the officer only had to show proficiency with one Glock. During the on-site assessment Chief Lightener forwarded an Administrative Memorandum to all sworn personnel immediately changing this policy stating officers could only carry firearms on/off duty that they had shown annual proficiency with for the specific firearm to gain compliance with CALEA Standards. Departmental annual firearms qualifications were already scheduled for March 2017 for officers to qualify and show proficiency with weapons to carry on/off duty. The agency amended policy in compliance with CALEA Standards that an officer must show proficiency with all weapons they carry on/off duty. The agency also limited the number of firearms an officer could qualify with and carry on or off duty. The agency authorizes, issues and/or inspects and provides proficiency training on all similar firearms and weapons used in the course of duty, secondary or off-duty. The agency issues Glock 17, 19 or 26 9mm caliber semi-auto pistol, Glock 22, 23 or 27 .40 caliber semi-auto pistol for duty. The agency does issue and authorize patrol rifles (.223/AR-15 Style or carbine style) and Remington Model 870 12 gauge shotgun for patrol service. The agency also permits the use of backup and secondary firearms by officers in calibers of .380, 9mm, .38/.357 (with .38 ammo) .40 and .45 calibers, but they must go through the agency approval process and must meet agency specifications. The agency authorizes only agency issued or authorized ammunition to officers for primary weapons. The agency had an instance of required remedial training in regards to annual firearms training proficiency and officers completed remediation and showed proficiency with weapons. The agency also issues Tasers (Electronic Controlled Weapons) and requires initial training and annual proficiency with these weapons including 12 gauge beanbag munitions. The agency authorizes and issues collapsible Baton, Oleoresin Capsicum (OC) Spray and Specialty Impact Munitions (SIM's) bean bag shotguns, as well as impact projectiles.

The use of force by officers is well documented by the agency, as supervisors are required to complete a "Use of Force" Report whenever an officer encounters resistance or uses physical force of any nature and/or a weapon. The agency closely monitors all aspects of use of force and conducts reviews of all incidents beginning with the immediate supervisor and through the chain of command to the Chief of Police. The administrative review is completed in regards to policy adherence.

Use of Force

	2014	2015	2016
Firearm	1	0	1
ECW	9	14	13
Baton	3	0	0
OC	0	2	1
Weaponless	58	79	84
Weapon Pointed	6	20	20
K9	0	0	2
Total Uses of Force	77	115	121
Total Use of Force Arrests	64	109	115
Complaints	0	0	0
Total Agency Custodial Arrests	1476	1644	1586

The agency requires an annual use of force analysis report to be submitted to the Chief of Police by the Administrative Section Lieutenant, which examined various facets of use of force. These reports documented the following numbers of such incidents: 77 in Year 2014, 115 in Year 2015 and 121 in Year 2016. Of these, the majority of the cases involved the use of weaponless force, but there were thirty-six cases involving an ECW and three OC Spray incidents during this three year accreditation period. The agency did not place any employees on administrative leave for use of force actions during this accreditation period. The agency reported no warning shots during this accreditation period. The agency reviews and updates policies periodically as a part of the annual review of the Use of Force Reports.

The ultimate responsibility for the agency's research and planning function is that of the Chief of Police, but the day-to-day functional responsibility is assigned to each of the four Commanders for their respective Divisions, who have direct access to the Chief of Police through the chain of command.

The agency posts all new specialized position vacancies and fills those positions through a selection process. Specialized assignments are outlined in agency policy and include: SRO, FTO, K-9, Detective, and Tactical Officer to mention a few.

The agency does not have a reserve program. The agency does have Police Auxiliary positions, which include: Chaplains and police explorers. The training, responsibilities and uniforms of the Reserve program and volunteer positions were detailed in the respective agency written directive and photos in the file demonstrated that the uniforms were distinguishable from sworn.

In accordance to the city ordinances, state law, city financial policy and the job description of the Chief of Police, the Chief of Police is designated as having the overall authority for the fiscal management and accountability of the agency. The fiscal year for

the agency runs from January 1st thru December 31st. Annually the Division Commanders participate in budget requests/recommendations to the Chief of Police for their respective components. In addition, agency written directions and City and State codes, as well as Fiscal Policies and Procedures adequately covered all fiscal management standards. The agency's most recent budget is \$7.634 million for fiscal year 2016.

The agency through City Ordinances, fiscal policies and procedures, as well as state law, has comprehensive written directives governing purchasing, bidding, selection of vendors and other purchasing. The agency does an excellent job of monitoring, tracking and accounting for incoming and outgoing cash in its three cash funds (Revenue Fund, Petty Cash Fund and Special Investigations Fund). The written directives describe who has authority to receive and disburse such cash from the funds. There were daily, monthly and quarterly accounting and audits of these funds, which were documented and demonstrated excellent practices.

Personnel Structure and Personnel Process (Chapters 21-35)

The City's Personnel Policy, as well as five labor agreements and other agency written directives addressed the standards related to classification and job descriptions. The Human Resources Director has the ultimate authority and responsibility for the development and maintenance of class specifications and the agency's role is that of making recommendations and requests. The agency maintains job descriptions for all fulltime positions within the agency which are available to all personnel through the agency's electronic computer system.

The agency has excellent salary and benefits for all officers and employees, which are competitive with neighboring jurisdictions. The agency's written directive and practices related to salary, benefits, retirement and other conditions of work were in compliance with applicable standards and clearly delineated through City Personnel Policies/Labor Agreements and/or the written directives of the agency. The agency's overtime and compensatory time is described in various written directives including labor agreements. The agency and employee's liability is covered through the City's insurer and for sworn police officers is controlled by state law. The agency's Employee Assistance Program (EAP) is provided through a private vendor and Chaplains are available to employees. The agency's written directive and practices complied with the standard and the agency had no mandated supervisory EAP referrals during this three year period. The agency had no line of duty deaths, but the agency had comprehensive policies and procedures.

The agency's collective bargaining is governed by state law and addressed the requirement of both of the standards in this chapter. The agency has five collective bargaining agreements: (1) The Fraternal Order of Police, Ohio Labor Council, Inc. – Lieutenants; (2) The Fraternal Order of Police, Ohio Labor Council, Inc. – Sergeants; (3) The Fraternal Order of Police, Ohio Labor Council, Inc. – Law Enforcement Officers; (4) The Fraternal Order of Police, Ohio Labor Council, Inc. – Communications Officers and (5) The Fraternal Order of Police, Ohio Labor Council, Inc. – Records Technicians

and Secretaries. During the assessment interviews were conducted with the Chief of Police and union representatives with everyone reporting good relationships between management and employees.

Grievances

The agency's grievance procedures are clearly described in the City Personnel Manual and department Policy Manual, as well as the five labor agreements. A grievance can be appealed to the Chief of Police (Department Head), City Manager and finally to an independent arbitrator for the labor unions. The decision of the City Manager is final for all employees.

Formal Grievances

Grievances	2014	2015	2016
Number	0	4	13

A total of seventeen grievances were filed in this three-year period with zero in Year 2014, four in Year 2015 and 13 in Year 2016. In Year 2015, three grievances were settled by the department and one was withdrawn by the grievant. In Year 2016, one was withdrawn; twelve were resolved by the department or city manager. No grievances reached arbitration. The agency has reviewed policies and procedures related to grievances annually as a part of the annual review process. It was evident that the system and process of grievance administration provided a fair and equitable system that works for the agency and demonstrates a low rate of grievances during Year 2014 and 2015 for a 74 member agency with five unions representing various different employees. In Year 2016 the majority of the grievances were related to employees negotiating requested time off and personnel preparing for contract negotiations in 2017.

Disciplinary

There were no complaints of harassment during the assessment period. The agency provided training in harassment policies for employees and supervisors. Disciplinary action of the agency's sworn officers is governed by the agency's labor agreements, written directives and City Personnel Policy. The agency has awards and other internal recognition methods for officers/employees regarding commendable service including supervisor recognition. Awards include Employee of the Quarter, Employee of the Year, and external recognition to mention a few.

Personnel Actions

	2014	2015	2016
Documented Verbal Warning	20	24	18
Written Warning	8	5	9
Written Reprimand	0	5	1
Suspension	1	0	1
Demotion	0	0	0
Resign In Lieu of Termination	1	0	0
Termination	0	0	0
Total	30	34	29
Commendations	125	153	127

The agency had 2 suspensions from duty, no demotions and one resignation in lieu of termination during this three-year reaccreditation cycle. There were no discernable trends with little increase or decrease in personnel actions for the three year accreditation period. In Year 2014 the Agency had 125 commendations, in Year 2015 a slight increase with 153 with a slight decrease of 127 in Year 2016.

Recruitment and Selection

The agency has the ultimate responsibility for its recruitment function and activities, with the day-to-day responsibilities for recruitment assigned to the Administrative Lieutenant. Generally, the agency has open application periods every year for sworn officers and participates in job fairs in the region at various high schools, colleges and universities.

The department and human resources are responsible for the selection process for all personnel. The agency's selection process for sworn officer positions include: application, initial screening for eligibility requirements, physical agility testing, oral interview, background investigation, conditional offer, truth verification test and psychological/medical. The selection process for agency non-sworn employees include: application; skills test; personal interview, reference checks; other job related testing/verification; conditional offer; background and criminal history; and pre-employment medical and drug screen.

Training

The agency is committed to providing comprehensive and professional training programs and services to its employees. The agency does not operate its own police academy, but utilizes a regional Law Enforcement Academy for basic training of newly hired non-sworn officers. The Field Training Officers and the Operations Lieutenant serves as the liaison between the agency and the training academy.

The agency has a field training program based on the Field Training Officer (FTO) Model, which commences once the new recruit has completed the required academy

training or hired as a lateral entry. The first week includes an administrative phase review of agency specific training and policies. The FTO Program includes five phases and lasts approximately 60 work days or 480 hours, with officers in training working day and night shifts. A newly sworn officer hired by lateral entry will be provided a minimum of four (4) weeks or 160 hours of field training.

Promotions

The agency's written directives and Union contracts addressed the promotional requirements including: eligibility requirements, selection criteria, assessment of candidates, reapplication and appeals. Promotional Processes are managed in accordance with existing union contract language. Upon completion of a promotion process the Chief of Police selects the candidate based on criteria established in the effected position bargaining unit contract. The agency announced all of its promotional processes during this three-year period through a Promotional Announcement that were comprehensive.

Sworn Officer Promotions

	2014	2015	2016
GENDER / RACE TESTED			
Caucasian/Male	0	13	0
Caucasian/Female	0	2	0
African-American/Male	0	1	0
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0
GENDER/ RACE ELIGIBLE AFTER TESTING			
Caucasian/Male	0	7	NA
Caucasian/Female	0	1	NA
African-American/Male	0	1	NA
African-American/Female	0	0	NA
Hispanic/Male	0	0	NA
Hispanic/Female	0	0	NA
GENDER/ RACE PROMOTED			
Caucasian/Male	0	0	1
Caucasian/Female	0	0	0
African-American/Male	0	0	1
African-American/Female	0	0	0
Hispanic/Male	0	0	0
Hispanic/Female	0	0	0

There were no promotions in Year 2014. There was a promotional process in Year 2015 with no promotions in Year 2015 and two being promoted in Year 2016. One was a Caucasian male and one was an African American male.

The agency has a formal evaluation system and all officers and civilian employees are evaluated at least annually by their immediate supervisor. The rating categories are Unacceptable, Needs Improvement, New Hire Progressing, Fully Competent, and Commendable. Probationary employees are evaluated at least quarterly. The agency's Personnel Early Warning System Program (Guardian Tracking) and agency written directives described comprehensively the agency's requirements and is based upon patterns or trends that are identified in sustained citizen complaints, attendance, use of force incidents, preventable crashes, discipline, sustained internal affairs investigations, and pursuit violations. The agency uses formulas of the above incidents and Guardian Tracking with archived data in IA Pro Software Systems to track these indicators. The computerized system makes automatic alerts or triggers when certain predetermined thresholds on the categories have been met by an employee. The Administrative Lieutenant completes an annual administrative review of the agency system and policies, procedures and practices and the report goes to the Chief of Police.

Law Enforcement Operations and Operations Support (Chapters 41-61) Crime Statistics and Calls for Service

The agency's Calls for Service for the last three years has remained fairly stable and include the following: 33,998 in 2014; 35,335 in 2015; and 35,011 in 2016. The agency's overall crime rate demonstrated a significant increase of 30% over the three year period, with an increase in motor vehicle theft, burglary, and larceny-theft and reduction in forcible rape. The overall upward trend in crime has been due to the Meth and Heroin usage increase within Montgomery County and surrounding counties. The department is reviewing and implementing programs to combat these crimes associated with narcotics usage. The department is working with the Montgomery County Alcohol, Drug Addiction and Mental Health Services in deployment of a NARCAN program in helping to combat Heroin and other painkiller overdoses. Also, collaboration with community programs such as the Cornerstone project and The Family of Addicts (FOA). FOA is a grassroots organization working to reduce the stigma of addiction, ensuring availability of adequate treatment/recovery support services and to influence public opinion and policy regarding the value of recovery. Motor Vehicle Thefts have increased due to reporting changes that in 2016 include unauthorized use.

Year End Crime Stats

	2014	2,015	2,016
Murder	1	2	0
Forcible Rape	39	40	30
Robbery	29	29	30
Aggravated Assault	17	18	22
Burglary	154	176	186
Larceny-Theft	1,027	1,104	1,421
Motor Vehicle Theft	13	73	169

The agency provides continuous patrol coverage (24/7/365) through the use of overlapping patrol shifts (8.5 hours). The officers are assigned into teams that patrol five patrol areas. Officers work permanent shifts and these are reopened every six months through Redeployment Bids, by seniority. The agency has five patrol areas, which are allocated based on calls for service and activity. Shift briefings occur at the start of each patrol shift by the patrol watch supervisor and can generally last 15 minutes. The assessors observed the agency's roll call's several times throughout the assessment.

All of the agency's patrol cruisers and equipment were observed to be in excellent condition and well maintained. The agency uses marked and semi-marked vehicles that are equipped with both lights and siren for general patrol operations with standard equipment including prisoner separation barriers, in-car cameras and in-car computers. The agency also has the following specialized vehicles: Police Bikes, motorcycles, K-9 Vehicles, and mobile command vehicle to name a few. The agency has two current full service canines trained in narcotics detection, area search, tracking, and crowd management. The agency requires on-going monthly training (8 hours) and each team is certified by the Ohio Police Training Commission.

Vehicle Pursuits

Pursuits are strictly regulated by the agency, with a comprehensive pursuit policy and procedures that authorizes pursuits for known and wanted criminals and traffic violators. Officers who pursue must consider the safety of all and continuously balance the seriousness versus safety of the pursuit. Officers engaged in a pursuit notify the Communications Center of the initiation of a pursuit and continues to keep the Center advised of the circumstances throughout the pursuit. The shift supervisor is responsible for monitoring the pursuit to ensure that it maintains compliance with applicable department policies and state statutes. The agency requires primary and secondary officers involved in the pursuit to submit written Pursuit Occurrence Review Report when they are involved in a pursuit. The pursuit reports are reviewed by the immediate supervisor and forwarded through the chain of command.

Vehicle Pursuits			
PURSUITS	2014	2015	2016
Total Pursuits	8	21	24
Terminated by agency	2	15	10
Policy Justified	8	20	22
Policy Non-Justified	0	1	2
Procedure Infraction/ Deviation	0	7	1
Accidents	4	2	6
Injuries: Officer	0	0	0
: Suspects	1	0	0
: Third Party	0	0	3
Reason Initiated:			
Traffic offense	2	13	12
Felony	4	4	9
Misdemeanor	2	4	3

The agency prepares an Annual Pursuit Analysis Report which is based upon the contents of the per incident pursuit occurrence reports. The agency had fifty three pursuits during this three-year period, with 8 during 2014, 21 during 2015 and 24 during 2016. Pursuits increased during 2015 and 2016 over 2014. Fifty pursuits over the three year period were classified as compliant with policy, and 3 were classified as non-compliant. One pursuit resulted in the death of an innocent bystander and injury to a passenger in the vehicle. All three annual reports were in the file and included the annual review of the pursuit policy/procedures. The annual reviews reflected the number of pursuits, with no discernible trends or patterns. The agency policy and procedures permits some type of roadblocks including the use of tire deflation devices (Stop sticks), and Precision Immobilization Techniques (P.I.T.) when performed according to policy.

The agency had comprehensive written directives, which addressed all of the requirements for missing children and adults, including additional procedures if the missing was considered "at-risk." The agency has procedures in place for "Amber Alert" activations with no incidents requiring the activation of Alert Systems during this three-year period. The agency has written directives on dealing with persons suffering from various forms of mental illness. All employees receive initial training on mental illness during the employment orientation training. Furthermore, the agency provides formal retraining to all employees on all the required standard areas related to mental illness in compliance with the CALEA Standards. The agency trains and has available a number of specially trained, Crisis Intervention Officers (CIT) for these types of calls and a policy and procedure on the use of CIT Officers.

The agency has In-Car Computers and equipment, as well as written directives regarding their use and security (41.3.7). The agency does use digital in-car cameras in

its marked police cruisers and had the necessary procedures and practices in place regarding the use, security and maintaining of such records. The In-Car Cameras are required to be used on all enforcement activities.

The agency's Investigation Division has the responsibility for most follow up criminal investigations and conducts investigations on felony offenses such as homicides, robbery, crimes against persons, property crimes, and juvenile offenses including missing and abused or neglected juveniles. Detective personnel have a 24 hour on-call schedule and assist patrol officers upon request. Agency detectives work closely with field operations and attend various briefings to discuss cases and to provide training to officers. The detective bureau supervisor maintains specialized surveillance equipment for investigations, in a secured area in the Investigations Division. Policy and procedures for special funds are in order with very strict policies and procedures for tracking and auditing funds. Criminal intelligence information is maintained in a secured filing area within the Investigations Division. Information is reviewed to ensure its relevance to criminal investigations and is purged on a routine basis when it has no other investigative value. The agency utilizes paid confidential informants as a source of viable criminal intelligence, which is managed by the Detective Bureau Lieutenant. The agency has policies and procedures in place on the use of confidential informants, including maintaining identifying confidential information on informants, background and criminal history checks, and security of officer/informant relations. Informant files and confidential informant payment funds are kept in a secured cabinet in the respective offices with limited access. The agency has specific rooms designated for interviews and interrogations and officers. The agency has written directives that govern the investigation of vice, narcotics, and organized crimes. The agency has detailed procedures for the conduct of covert, undercover and high risk raid operations, which includes operational plans.

The agency has comprehensive juvenile enforcement and prevention written directives and works with juvenile agencies to assure that its policies and practices protect the community and the juvenile offender. Written directives regarding juvenile operations are based upon Ohio State Law, with collaboration with Montgomery County Juvenile Services. The agency makes a concerted effort to impact youth before they become criminal offenders. Two School Resource Officers (SROs) are provided to the local school district. Officers work with school officials to prevent and respond to crime on campus including spending time in classrooms as guest speakers on crime prevention and other topics. David Ford, Safety and Security Director of the Huber Heights Schools spoke on the benefits of the SROs in their schools and the professionalism of the agency and their efforts to educate and protect students and school staff.

Assessors found the agency to be an active member of the community, with its crime prevention efforts and community policing primarily assigned to the Public Affairs Unit which are also shared among all personnel. The Public Affairs unit includes areas such as the School Resource Officer program, Citizens Police Academy, National Night Out activities, Neighborhood Watch, Explorers, and a Prescription Drug Box. The agency

recently initiated the Huber Heights Endangered Life Program (HELP), which is designed for individuals with Alzheimer's, Dementia or Autistic individuals. Citizens can sign up giving information on the person, photographs and other pertinent information. Citizens receive a wristband to assist other agencies in the location of the subject. A lock box is also installed on their home with a code in the file available to the Public Affairs Office and the Communications Personnel to give to responding officers and medical personnel.

The agency coordinates social media in the form of Code Red, Facebook, and Nextdoor. The agency utilizes the full capabilities of Nextdoor with over 1,700 registered users. The agency also recently initiated the usage of social media for crime prevention tips and information. Proud Residents Improving Daily Enforcement (PRIDE) is another program utilized by the agency where volunteers assist the agency at crash scenes, and assisting disabled motorists, as well as other activities. PRIDE volunteers attend an initial 5 week training session for 3 times a week for 4 hours and training last 5 weeks and then volunteer four hours a week.

Critical Incidents, Special Operations and Homeland Security

The agency has operational plans that address preparation and response to critical incidents, homeland security and other major incidents. The department actively uses the National Incident Management System/Incident Command System (NIMS/ICS) and has an extensive All Hazard Plan. The plan incorporates all Huber Heights government services and details department's response and responsibilities. The agency conducts annual table top/full scale scenario based exercises, and utilized the system during planned events and tactical emergencies. There was no major homeland security or other critical incidents that required a prolonged activation and use of the ICS during this accreditation period. The agency has also conducted rapid deployment training and drills for active shooter with the schools, churches and other businesses within their area of response through the Public Affairs Unit.

The agency is a member of the Regional Emergency Response Team (RERT) which includes area agencies and provides a regional tactical team, as well as assets such as a Command Vehicle. RERT also provides trained hostage negotiators. The agency has officers assigned on a part-time basis to this regional unit. The agency's intelligence officer is the commanding officer of the Criminal Investigations Division. This officer is routinely in touch with the FBI Counter-Terrorism Unit, Department of Homeland Defense, the Joint Terrorism Task Force and Ohio State Police Analysis System, as well as other local and regional organizations. The agency uses its web site, social media and pamphlets to communicate with the public and educate them on terror alerts, threats to the area, and possible ways they can protect themselves, and assist law enforcement. The agency has written directives that addressed response to active threats.

Internal Affairs and Complaints against employees

The credibility and integrity of the agency is furthered through its commitment to effectively and efficiently address complaints against the agency and its members. The agency investigates all complaints made against the department or its employees, including internal or external complaints. The internal affairs function is under the control of the Administrative Lieutenant that timely notifies and collaborates with the Chief of Police on assigning complaint cases involving the police department for investigation. There are two types of complaints: Formal and Informal complaints. Formal investigations are conducted by the Administrative Lieutenant and are serious allegations of misconduct. Examples of these types of investigations are violations of law, brutality, misuse of force, corruption and civil rights violations, and officer involved shootings. Informal investigations include incidents such as: slow or no response to calls for service, failure to take appropriate action, questions of demeanor displayed by a Police Division employee, operation of Police Division vehicles (minor allegations), and tardiness, poorly written reports, or rudeness. Such investigations are normally referred to police supervisors for investigations. The Chief of Police oversees and evaluates more serious criminal complaints (Internal Affairs) and collaborates on the investigative assignment of these cases. Cases of a serious nature can be referred to the Ohio Bureau of Criminal investigation. Criminal complaints are investigated independently from any internal investigation. The Administrative Lieutenant reviews all citizen complaints. The Chief of Police is immediately notified of all serious complaints or complaints that may discredit the department. The agency policy is to complete all complaint investigations within 30 days. In the event an extension is made a written request by the assigned internal investigator must be submitted to the Administrative Lieutenant and Chief of Police. Internal Affairs files are maintained locked in a file cabinet in the administrative offices with access only to the Administrative Lieutenant and the Chief of Police. Information for the public on procedures to file a complaint is available on-line through the agency's website and in the agency's lobby. At the end of each calendar year, the Administrative Lieutenant compiles an annual statistical summary of all internal affairs investigations, which is made available to the public and agency employees.

Complaints & Internal Affairs Investigations

	2014	2015	2016*
External			
Sustained	1	0	2
Not Sustained	0	1	0
Unfounded	0	2	0
Exonerated	0	0	0
Citizen Complaint- Total	1	3	2
Internal			
Sustained	1	0	1
Not Sustained	0	0	0
Unfounded	1	1	0
Exonerated	0	0	1
Directed complaint- Total	2	1	2

As indicated by the chart above, there was 1 Citizen Complaints filed in Year 2014; 3 in Year 2015 and 2 in Year 2016 with two investigations on-going. Internal Directed Complaints included: 2 in Year 2014; 1 in Year 2015; and 2 in Year 2016. There were no issues or discernible trends or patterns identified during this three-year period in these annual reports.

The agency does not have a fulltime Public Information Officer, but this is the responsibility of the Public Affairs Sergeant. The PIO is responsible for preparing and distributing information to the media and the community. The agency actively works with the news media at crime scenes and uses social media to forward information to the community in addition to media releases. The agency provides for media access at incident scenes in as much as the access does not interfere with police operations, evidence collection and gathering, or enforcement actions.

Victim/Witness rights are codified in Ohio Statutes, which includes supplying information regarding referral, support and counseling services, information on how to notify the agency and others when the victim/witness feels threatened, and information on court procedures and proceedings. Regular contact is maintained with victims during the course of an investigation. Procedures are in place for the agency to provide victim/witness assistance and notifications during the initial and follow-up investigations of incidents as well as after the arrest of a suspect.

The agency does not utilize a dedicated traffic enforcement team and assigns traffic investigation and enforcement responsibilities to patrol officers assigned to the Patrol Division and Targeted Enforcement from the Public Affairs Section. Traffic enforcement strategies and activities are planned and coordinated based on the analysis of the traffic crashes and enforcement data. Officers are trained in speed measuring instruments prior to being authorized to use the devices. The agency uses investigators specifically trained/certified in traffic crashes for serious crashes and investigators are available through an on-call list. The agency has a countermeasure program against alcohol and drug impaired driving which includes seatbelt checkpoints along with sobriety checkpoints.

Detainee and Court Related Activities; Auxiliary and Technical Services (Chapters 70-84)

The agency provides for detainee transportation that is done in a safe and efficient manner, ensuring officer and detainee safety. Vehicles specifically designed for detainee transport have protective barriers between the front and rear passenger compartments. Rear doors and windows of the vehicles are disabled to prevent tampering by detainees. For the majority of arrest, prisoners are transported in marked patrol cars with protective barriers. Detainees are properly searched prior to being transported and vehicles are searched by officers prior to the beginning of a shift and after transport of a detainee. The agency allows only approved methods for prisoner restraint during transport. Proper security is given to detainees who require treatment at a medical facility. The agency has written directives in place that calls for the proper

notifications and actions to be taken in the event of a prisoner escape during transport. No escapes from custody have occurred in this accreditation period.

The agency's temporary detention rooms (interview rooms) are properly used and secure. Constant supervision is required at all times and individuals are detained for short time limits for processing of DUI intoxilyzer or urine samples, or awaiting detectives for interviews to occur in the interview areas. These temporary detention areas cannot be used for more than six hours to detain suspects and are monitored by video. Prisoners are immediately taken to the appropriate jail facility immediately as to not have any prisoner at the temporary facility for longer than necessary. The agency does not operate a holding facility or provide court security. Males, females and juveniles are maintained separate and apart from each other.

The Agency's Communications Center is accredited and is being evaluated under the comparative multiple program during this onsite.

The Central Records Area of the agency is well maintained and secured from unauthorized access. The public utilizes a walkup window from the lobby, and officers are served from the window or within the secured area of the building/records area. The Records Unit is staffed during normal business hours, but agency personnel can access records after hours by use of the computerized records management system (RMS). The agency stores its written records and reports in a centralized, secured Records Division within the agency facility. Agency records are created and computerized using the RMS. The files are only accessible to authorized personnel by individual computer password access. Incident and other reports completed by the officers using the RMS or electronic crash software (State of Ohio's traffic accident reporting system) are reviewed and approved by their supervisors. The computerized records are maintained and secured on the agency's computer server, which is backed up as directed by IT Staff. The agency conducts annual audits of user passwords.

Property and Evidence

Crime scene investigations personnel (patrol evidence technicians) are on each patrol shift to provide 24 hour a day availability. In the event a patrol evidence technician is not available or another evidence technician is needed a supervisor can call out another evidence technician upon request. It is the policy and practice of the agency to ensure that crime scene and traffic collision scene evidence or property is protected, collected, and processed to ensure integrity of the evidence. Procedures are in place for the recovery of DNA evidence which includes the taking of universal precautions.

Whenever physical evidence is observed and confiscated, officers and investigators prepare a written report of their evidence gathering activities. Property and evidence is properly packaged and labeled prior to being entered into the evidence system. When property and evidence is submitted for analysis to the crime laboratory, signed receipts and chain of custody forms are maintained, and laboratory results are furnished to the agency in writing. The agency utilizes the Ohio Bureau of Criminal Investigation State Laboratory or the Miami Valley Regional Crime Lab to submit evidence for DNA testing.

A bar code system is used to provide for the accountability of each item in the electronic storage system. The agency has one room designated for the property and evidence function, which is secured with a key card locking mechanism with limited access of personnel. All persons that enter the evidence/property room must log their entry and exit. The agency stores sensitive items of drugs, firearms, cash and jewelry in a separate secure area within the property area. If an item is too large for the temporary storage the agency has areas that are secured areas and under video surveillance to temporarily hold the large item. The condition of the property room-was well-maintained, with all property and evidence stored within a designated area. Signature logs are used in all cases and entries reflect the status of property removed from the area. Efforts are made to return property and evidence to its owners once statutory obligations have been met in the case.

Assessors found that the agency conducted all required audits and inspections of the property and evidence function timely. The semi-annual inspections were conducted by the property and evidence room clerk. Personnel responsible for the property room have been in place the entirety of this assessment period. The personnel also annually conduct an audit of all property and evidence. An annual audit of the property/evidence room was conducted by personnel not directly in the chain of command of property and evidence and the annual unannounced inspection was completed by a supervisor designated by the Chief of Police. The results of all of these audits and inspections were very favorable.

H. Standards Issues Discussion:

This section provides specific information on standards found to be in compliance after on-site "adjustments" were made. Adjustments may include modifying agency policies and directives, creating documentation, and an alteration of the physical plant.

This agency had one standard in this area.

1.3.11 – Proficiency with Approved Weapons (M) – *The agency has written procedures to describe Proficiency with Approved Weapons. The agency did not require sworn personnel to show annual proficiency with all weapons. .*

Issue: Ohio state law allows sworn officers to qualify with the primary weapon and then carry other models of the primary weapon with the same nomenclature on or off duty. Officers could also show proficiency with another make and then carry other models without showing proficiency with each model for secondary or off-duty weapons. The agency allowed sworn officers to qualify with one model of a weapon and then carry other models of the same make and nomenclature and not show proficiency with all weapons.

Fix: During the assessment Chief of Police Lightner completed an Administrative Memorandum to inform sworn officers they could only carry on or off-duty weapons that they had currently qualified and shown proficiency. The department's annual weapons proficiency was scheduled for March 2017. During the departmental annual qualifications in March 2017, officers were required to show proficiency with all weapons that they carry on/off-duty or secondary.

I. 20 Percent Standards:

CALEA agencies must be in compliance with at least 80% of applicable other than mandatory (O) standards. The agency is free to choose which standards it will meet based on their unique situation.

The agency was in compliance with 91.14 % of applicable other-than-mandatory (O) standards on this re-accreditation assessment.

J. Future Performance / Review Issues

This section does not apply as there were no standards requiring future review.

K. Table: Standards Summary:

	<u>TOTAL</u>
Mandatory (M) Compliance	<u>280</u>
Other-Than-Mandatory	<u>79</u>
Standards Issues	<u>1</u>
Waiver	<u>0</u>
(O) Elect 20%	<u>7</u>
Not Applicable	<u>124</u>
 TOTAL	 <u>484</u>

L. Summary:

The Huber Heights Police Department is a full-service police agency with 74 authorized personnel. Authorized complement is 54 sworn (actual 48) and 19 non-sworn. The agency is led by Chief of Police Mark Lightner.

The City of Huber Heights, Ohio is located in the northern suburb in the Dayton and Montgomery County area covering Montgomery, Miami and Green Counties. Huber Heights is located 70 miles west of Columbus and 60 miles North of Cincinnati and is 26 Square miles in size. Huber Heights is also a recreation location with the development of the City of Huber Heights' Aquatics Center and the Rose Music Center which opened in 2015. Huber Heights also attributes its continual growth and development to its exemplary school district. Student enrollment is on average 8,000 students with recently updated state of the art facilities for students.

Huber Heights Police Department is divided into three primary sections which include administration, support, and operations. Huber Heights Police Department and Communications Center provides 24 hour service, 7 days a week. The administration section is under the command of a Lieutenant and includes Professional Standards, Recruiting, Equipment, Facility, Fiscal Affairs and Property Room. The support section includes Communications and the Records unit under the management of a civilian manager. The operations section is under the command of a Lieutenant over uniform patrol which is comprised of four watches responsible for 24-hour patrol coverage and

Targeted Enforcement including a Lieutenant over Criminal Investigations and Public Affairs.

Future issues facing the department are an increase in service demands based on development and growth over the past couple of years. Huber Heights is now a destination spot in northern Montgomery County and southern Miami County, not only for residents, but for the influx of citizens that visit for shopping, family recreation and entertainment purposes. While the resident population is at a steady growth, the service population has seen a sharp increase. Staffing levels for the Police Division have remained consistent over the past few years with no increase in personnel. The goal of the Police Division would be to reactivate the four unfunded positions in the authorized staffing levels that have been unfilled for over the past ten years. The Police Division already faces an aging workforce, with many service retirements on the horizon. That alone has put the Police Division in a steady stream of recruitment and hiring processes.

The Public Information Session was held on Monday, February 13, 2017, at 5:00 p.m. in the Community Room of the Huber Heights Police Department. Except for agency personnel, no one attended the Public Information Session. The public information session concluded at 5:10 p.m. The assessors received no telephone calls during the call-in session. The assessment team received no written correspondence.

No discernible trends or patterns were revealed with use of force, pursuits, and bias-based policing reports. Five unions exist within the department with good working relationships between employees and management.

Seventeen grievances were filed during the accreditation period but no issues or trends were noticed. Assessors did observe one issue during the assessment; 1) The agency allowed sworn officers to qualify with one model of a weapon and then carry other models of the same make and nomenclature and not show proficiency with all weapons. The department initiated a plan to address the issue and has already rectified the issue.

The Huber Heights Police Department is well guided under the leadership of Chief of Police Mark Lightner and his staff. The assessment team found the Huber Heights (OH) Police Department to be a professional law enforcement agency committed to providing high quality police services to its community. The agency provides excellent leadership and is staffed by professional, highly competent, dedicated and caring officers and employees. The Chief and Staff are dedicated to the CALEA process and continuing the practices and principles of accreditation. The assessment team was impressed with the positive comments received regarding the departments pride in its history of CALEA accreditation that were made by police officers and employees, local government officials, community partners and residents during the assessment. All of these factors contributed to the success of this assessment.

ASSESSMENT REPORT
Huber Heights, OH. POLICE DEPARTMENT
PAGE 24

Respectfully Submitted,

John Eric Kerns, Team Leader