



Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

CITY COUNCIL AGENDA February 26, 2024

This meeting is also available for viewing by the public by accessing the following link:

<https://zoom.us/j/94513235909>

or

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

Members of the public may also dial in by phone using the following number:

Call 301 715 8592 Webinar ID: 945 1323 5909

5:00 P.M.

15-Minute Public Comment Period*

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and item name and/or description you wish to comment on. Persons in attendance wishing to speak must sign up prior to the start of the Council Meeting.

Public Safety Committee

Call to Order – Chair Mike Boyle

Carlisle Fire Company Update

Police Take Home Vehicle Program Policy

2023 Police Department Accomplishments ¹

Adjournment

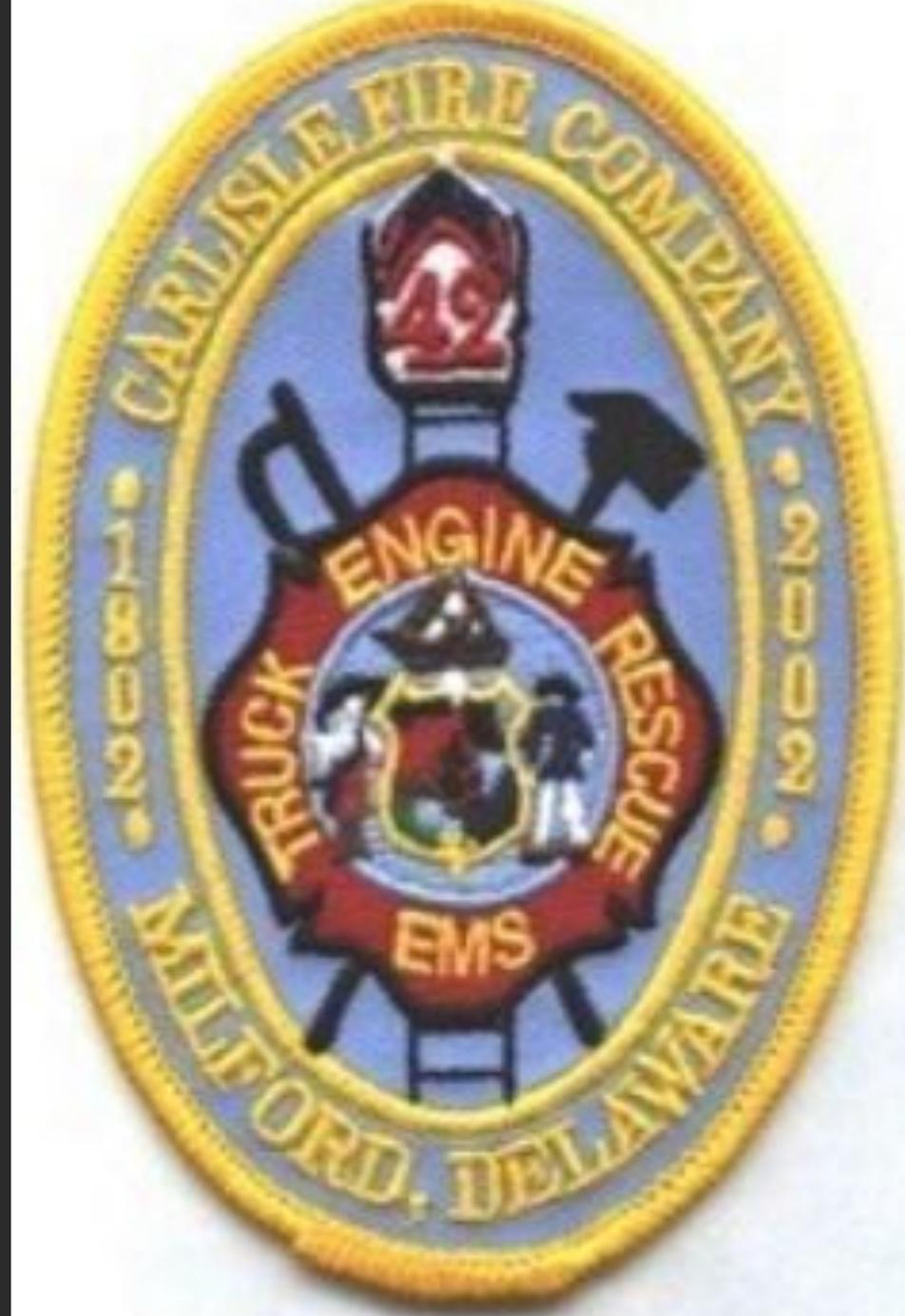
All items on the Meeting Agenda are subject to a potential vote.

**SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT
NO LATER THAN ONE WEEK PRIOR TO MEETING; NO PAPER DOCUMENTS WILL BE ACCEPTED OR DISTRIBUTED
AFTER PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE.**

010424 021524

¹ 022324 Late Addition to Agenda/Requested by Councilmember Boyle/NFI

*Carlisle Fire Co., Inc.
February 2024
Report*



Administration

*President
Lewis Sacks*





Community Involvement



Community Events

- Holiday stroll
- Operation Santa
- Santa arrival downtown
- Wreaths of America
- Michael's Grand opening
- Annual Auxiliary Craft show
- 2023 Fire Prevention awards



Improvements

- Recruitment efforts
- High School EMT program students progress
- New engine contract signed
- Training continues to improve
- Response time continues to improve
- Alarm attendance is up
- EMS job postings





*Operations
Fire Chief
Shawn
Hinton*

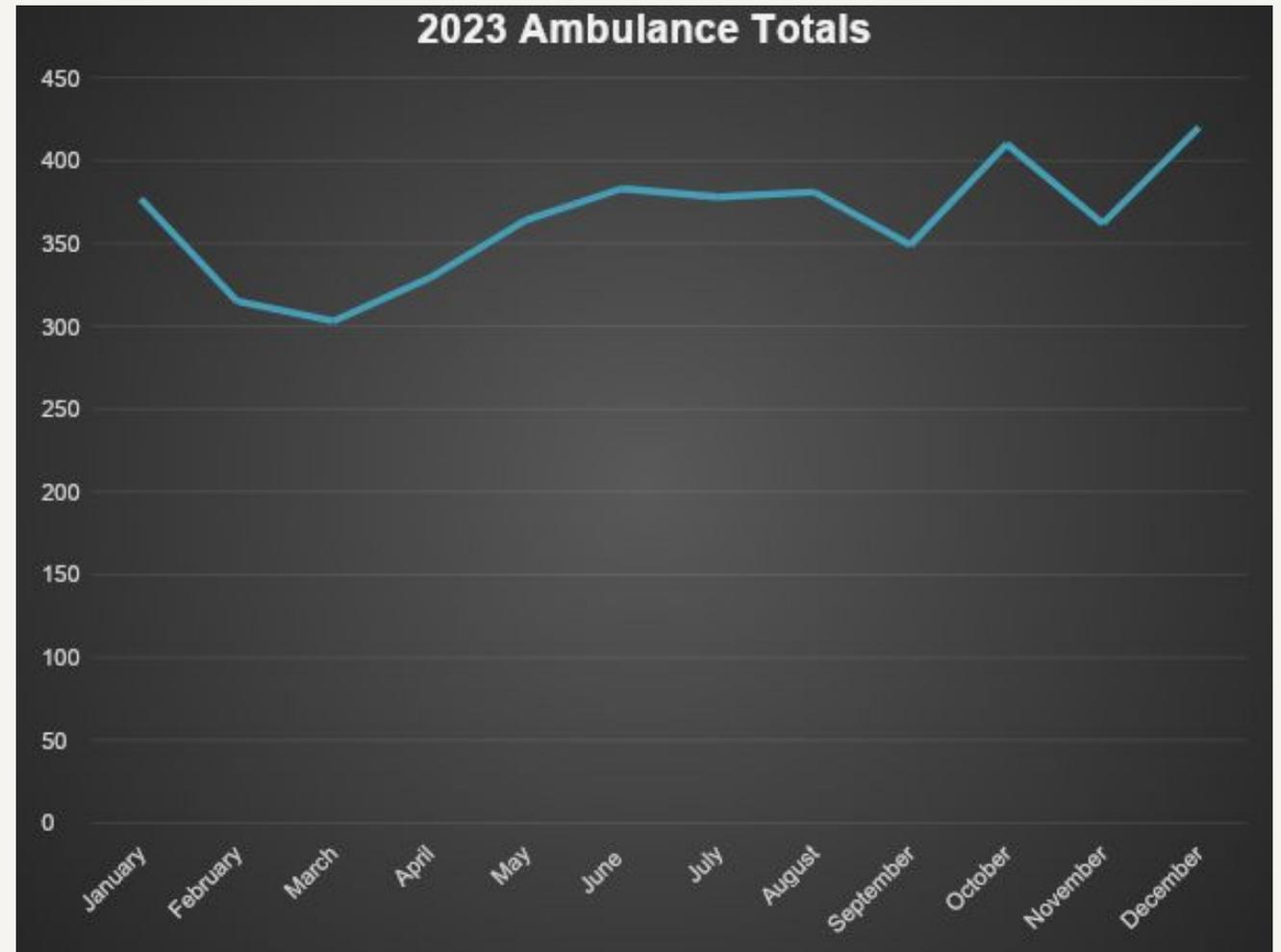
*2023 Total
Fire Alarms*

756



*2023 Total
EMS Calls*

4371



2024 YTD Fire Alarms

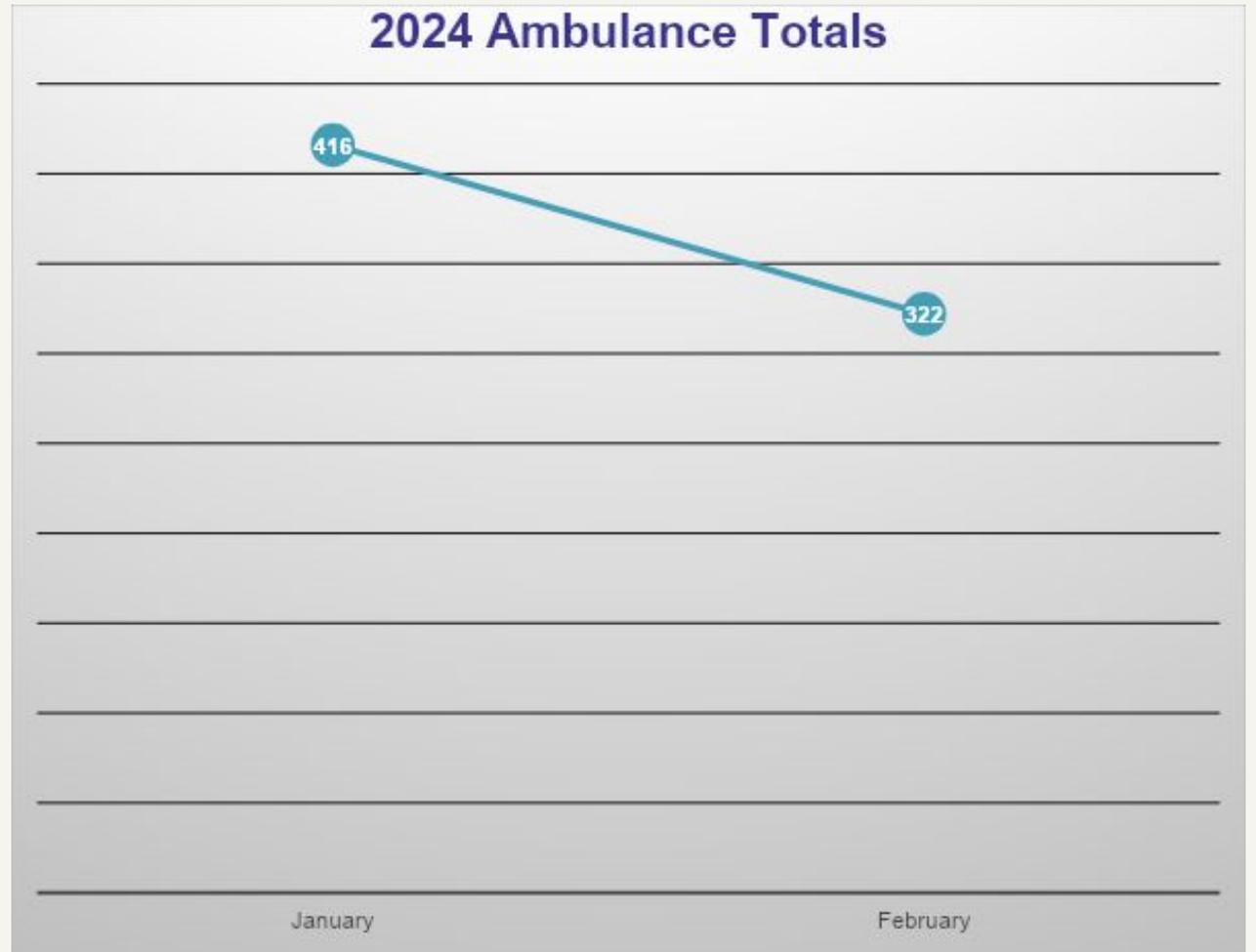
102

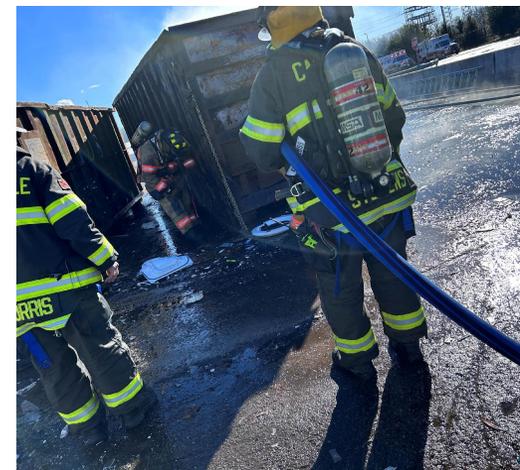


2024 YTD EMS Calls

738

2024 Ambulance Totals





Challenges

- Continued road work in the district
Cuts departments access seeking alternate route
 - 709 Regulations
Increased training requirements for members
 - Continued competitive EMS division market statewide
 - Fire Siren
 - Apparatus
Cost of repairs
- 



Success

- Recruitment
- Increase with Junior Membership Program candidates
- Continued dedication of current membership
- Continued partnership with Milford PD
- Continued public education on Fire Prevention
- Two ambulance crews in service daily

In Closing

Reviewing the success so far in 2024, Carlisle Fire Company has initiated and accomplished many great things thanks to the hard work and dedication of our membership. We continue to improve our training program, dedicating countless hours in public safety, education events, and are continuing to work with our mutual-aid partners. The pride, professionalism and teamwork of our personnel is evident and will continue to play a vital role in supporting the mission of Carlisle Fire Company.

We continue looking forward to a working relationship with the City of Milford. We will overcome the challenges faced in the Volunteer Fire Service.

Respectfully Submitted,

Lewes Sacks-President

Shawn Hinton-Fire Chief

MILFORD POLICE DEPARTMENT POLICY AND PROCEDURES

NUMBER: 12-05

SUBJECT: TAKE HOME VEHICLE PROGRAM

NO. PAGES: 6

CALEA STANDARDS EFFECTED:

ISSUED BY: CHIEF CECILIA E. ASHE

DATE: September 21, 2023

REVISION DATE:

I. PURPOSE

It is the purpose of the Take-Home Vehicle (THV) Program to assign vehicles to members of this department in order to enhance public safety through increased visibility of police, deterrence of crime, increase community relations, reduce vehicle fleet costs, enhance officer productivity and increase employee morale.

II. POLICY

This policy will provide members who are eligible to have an assigned vehicle through the Take Home Vehicle Program, guidelines for the use, operation, and maintenance of the assigned vehicles. Failure to comply with these or other applicable regulations and procedures may result in discipline and removal from the program at the discretion of the Chief of Police. It is the policy of the department to distribute Take-Home Vehicles (THV) in a fair and equitable manner; however, no member is entitled to a THV. In addition, there is no expectation of privacy with any departmental vehicle. Members who are assigned THV have no expectation of privacy, for federal and state constitutional purposes, including but not limited to, the location of the vehicle or the interior of the vehicle. The MPD retains the right, at its sole discretion, to place equipment on or in the vehicle to monitor its location and/or use, and demand that it be presented for inspection, service/repair, or surrender. THV's may be reassigned or replaced as part of the efficient management of the police department, at the discretion of the Chief of Police.

III. DEFINITION

Take-Home Vehicles; (THV) A marked or unmarked vehicle for use by one member that, when not in use, is parked at the assigned member's primary place of residence or at a strategic location for crime prevention purposes where it is readily available for use.

City of Milford and Surrounding Counties; A driving distance not more than a 35-mile radius from City of Milford city limits to the member's residence as calculated by Google Maps. The Chief must authorize any exceptions to the 35-mile radius rule.

Members; An employee of the City of Milford Police Department either sworn or civilian

Sensitive Equipment; All firearms, magazines, ammunition, conducted electrical weapons (CEW), portable radios, collapsible baton, OC spray, body worn cameras (BWC), badge,

identification cards, access cards, keys and/or any other items as deemed by the MPD chain of command.

Fleet Vehicle; Any vehicle owned by the City of Milford and under the direct control of the MPD.

Non-Fleet Vehicle; Any vehicle that is under the direct control of the MPD, but is not owned by the City of Milford (e.g., leased vehicles, rented vehicles, vehicles on loan to the MPD from other agencies for official use).

On-Call Member; Any member, while off duty, who is temporarily placed in an on-call status for a defined period of time for the purpose of emergency response and/or call-back for the purpose of law enforcement duties.

Suspension; Any police officer whose police powers are suspended and/or member of the department who is suspended from their regular duties as assigned.

Extended Leave of Absence; Any member who is unable to perform their duties as assigned whether due to FMLA, injury (work or non-work related) or military leave, which would result in an absence from work for a period of two weeks or more. Any member who is injured will only be permitted to drive their assigned vehicle at the discretion of the Chief of Police, which will be reviewed on a case-by-case basis.

IV. PROCEDURES

A. Eligibility for Assignment

1. Only full-time, sworn officers or member who have successfully completed their probation period and live within a 35-mile radius of the City of Milford limits are eligible for THV'S assignment.
2. Civilian members whose specific job requires them to be on-call or respond in during off hours (i.e., Evidence Technician).
3. Members on extended leave of absence, leave without pay, or suspension are not eligible for THV assignment. If a member cannot function in their assigned role without restrictions due to injury, the effectiveness of the program is negated. The Chief of Police will review each assignment on a case-by-case basis.
4. It is the policy of the department to distribute THV's in a fair and equitable manner; however, no member is entitled to a THV. Consideration for assignment of THV's may be given to officers who have the following:
 - a. Seniority in rank or departmental assignment (i.e., Detective, Special Operation Group, etc.).
 - b. Performance rating of Meets Expectations or higher. However, the department reserves the right to limit use or eligibility in the program for officers on

disciplinary probation for at fault vehicular accidents, at the discretion of the Chief of Police.

B. Use of Assigned Vehicles

1. All safety and use provisions applicable to the use of fleet vehicles are applicable to the operation of THV's unless otherwise stated in this policy. THV's shall be kept clean at all times and shall be made available for scheduled maintenance and inspections.
2. When not in use the THV shall be parked at the assigned member's primary place of residence or at a strategic location (determine by the department) for crime prevention purposes, where it is readily available for use. Whenever practicable, THV's should have off-street parking.
3. Only departmental members or the City Mechanic may operate an assigned departmental vehicle.
4. Officers on extended leave of absence shall leave their THV'S at the police facility at the end of the shift preceding the start of leave.
5. Whenever operating a THV, officers shall carry their badge, identification card, an authorized sidearm, assigned handheld police radio, handcuffs and either wear or have ready access to soft body armor and marked POLICE attire that will allow them to be identified and function as a police officer.
6. The communications radio, global positioning satellite device, on board camera systems if equipped, must be on and set to an audible volume when the vehicle is in operation. Officers must notify communications whenever responding to a call for service while off duty, provide their clothing description and wear their assigned body armor with marked POLICE attire. This is done to avoid a "Blue on Blue" or "Friendly fire" incident.
7. Upon completion of duty and traveling to and from your assignment in your assigned vehicle, members may have incidental personal stops prior to arriving at your final destination, however this should be kept to a minimum. Personal use of a take home or assigned vehicle is strictly prohibited without prior written permission from the Chief of Police or their designee.
8. All officers are to conduct a pre-shift vehicle inspection to ensure that their vehicle is equipped to departmental standards reference equipment, cleanliness, and shall restore any items needed to meet departmental standards (See Policy 9-04: Vehicle Operation and Pursuits for daily inspection form).
9. Any damage or accident involving a city vehicle will be reported immediately to both the agency having jurisdiction where the damage occurred and to the on-duty shift commander, who will also report the incident immediately to the duty officer. A copy of the report will be forwarded to the Fleet Manager.

10. Members will notify communications when entering or exiting the City of Milford city limits. Members are required to report for shift briefings at their scheduled time according to their shift schedule, unless prior approval is obtained from the shift commander. This would not apply to scheduled trainings or other pre-arranged duty assignments or emergency call-ins.

C. Prohibited use of assigned vehicle

1. Absolutely no stops shall be made at liquor stores or bars except in the performance of police duties. Restaurants that serve alcohol are allowed but the member is not permitted to purchase or consume alcoholic beverages at those locations.
2. Officers are prohibited from using departmental vehicles for personal use except in outlined in Section B-7. However, all on-call officers, detectives and members of the Executive Staff may use their vehicles as required in carrying out their respective duties and responsibilities. Personal use of a take home or assigned vehicle is strictly prohibited without prior written permission from the Chief or Police or their designee.
3. Long-distance travel using THV's is prohibited unless for official departmental business. Permitted long distance travel would include department approved training or prisoner transportation, which shall be authorized in advance by a supervisor. When practical, members assigned to the same training classes, should car-pool.
4. Officers shall not leave sensitive items in THVs when they are off duty and the vehicle is not in use with the exception of a rifle properly locked in a locking rifle rack or rifle box provided within the vehicle.
5. Officers are not permitted to store, maintain or leave police vehicle keys inside of the police vehicle when not occupied.
6. Officers are not permitted to leave a police vehicle running unattended. Exceptions to this rule are when directing traffic at accident scenes or other major scenes (robberies, homicides) when the vehicle's emergency equipment may need to be utilized. Examples of violations of this rule would be leaving the vehicle running while running into a convenience store, food establishment or the police station.
7. No equipment or accessories shall be installed on or attached to any THVs without prior approval of the Chief of Police. This includes but not limited to bumper stickers, custom license plates, and window tinting.
8. No modifications shall be made to any installed equipment in or on the THV.
9. Members who fail to take their vehicle to the garage for preventive maintenance (PM) Service may be subject to discipline and/or suspension from the program as determined by the Chief of Police or their designee.
10. The use of tobacco products is prohibited in any City owned vehicle.
11. Officers may not leave the city limits prior to the scheduled duration of their shift, without a shift commander or higher authority's prior approval.

D. Off Duty Use of Assigned Vehicle

1. If THVs are to be used for off-duty transportation of civilians, to include but not be limited to family members, the officer must receive a division commander's approval prior.
2. Passengers shall use seat belts or other legal restraints and no car seats should be placed in a caged vehicle, nor in the front seat of the THV.
3. Passengers shall abide by instructions on actions that must be taken in the case of emergency response. If an off-duty officer must respond to a high-risk call for service, for instance, then civilians being transported in the vehicle shall first be dropped off at a safe location.
4. While off duty, in civilian attire, officers operating THVs should not take traffic enforcement action unless the violation is creating a likelihood of serious injury or death. When practicable officers should request an on-duty officer to handle vehicular violations by providing information on the nature, location of the offense, the vehicle and the offender.
5. Members are permitted to assist in cases of motor vehicle accidents to lend assistance at accident scenes where personal injury is apparent or reasonably likely, until relieved by on-duty first responders.
6. While off duty, officers operating THVs shall render assistance when observing or when summoned to a violent incident that presents a reasonable threat of serious bodily harm or death.

E. Fleet Management

1. One set of THV Keys will be assigned to the following person/areas: Assigned Officer, Communications Center key box, Fleet Manager key box, City Garage key box. All remaining sets of keys will be maintained in the vehicle file in the Fleet Manager's Office.
2. Only Authorized Vendors approved by the Fleet Manager will make repairs.
3. The Fleet Manager will publish a monthly schedule for preventive maintenance (PM). Members are responsible to abide by the schedule unless otherwise arranged with the Fleet Manager. Vehicles due for PM must be left at the City Garage no later than 0830 hours. Any dash warning lights such as but not limited to check engine lights or warning messages shall be reported immediately to the Fleet Manager.
4. All officers participating in the THV Program will have their vehicles inspected at least once each month by their immediate supervisors using the MPD Monthly Inspection Report. All applicable sections of the report will be completed by the Shift Commander and forwarded through the chain of command to the Fleet Manager who will review and maintain the reports on file. The Fleet Manager will forward copies

of any reports that require corrective action to the Shift Commander for handling (See Policy 9-04: Vehicle Operation and Pursuits for monthly inspection form).

V. SUPERSEDES

This section supersedes all previous policies and procedures relating to Take-Home Vehicles

VI. EFFECTIVE DATE

This order shall become effective immediately upon execution and issuance.

ORDER EXECUTED and ISSUED this 21st day of September 2023.



Chief Cecilia Ashe

MILFORD POLICE DEPARTMENT 2023 HIGHLIGHTS AND ACCOMPLISHMENTS



NEW UNIFORMS



REFORMED OFFICER EVALUATIONS



PROMOTIONAL PROCESS



EVALUATION OF RECRUITMENT PROCESS



DON'T MISS THE DEADLINE

FALL ACADEMY DEADLINE JUNE 5TH

WE ARE ALWAYS ACCEPTING APPLICATIONS

APPLY NOW!

MilfordPoliceDE.org



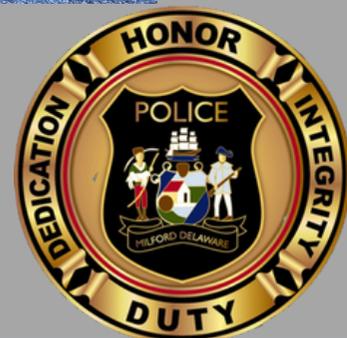
Landon Werner

Mitchell Shaffer

Walter Omans



TAKE HOME VEHICLE PROGRAM/FLEET REPLACEMENT



FISCAL RESPONSIBILITY



INCREASED TRAINING



COMMUNITY ENGAGEMENT



INCREASED SOCIAL MEDIA PRESENCE

Milford Police Department
Published by Milford PD · April 26, 2023 ·

We are hiring, but this may be a better applicant to assist with the mission at Ducks Unlimited



See insights and ads [Boost post](#)

766 60 comments 233 shares

Milford Police Department
Published by Milford PD · September 8, 2023 ·

Our New Police K9 SUVs are rolling in and will be hitting the streets soon!! Be on the lookout for the new vehicle and design!



See insights and ads [Boost post](#)

1.1K 174 comments 81 shares



