



## Detroit Police Web Manual v2

**DIRECTIVE**  
**101.1**  
**Written Directive System**

**101.1 - 1 PURPOSE**

The purpose of this directive is to establish the policy and procedures for management of the Detroit Police Department's written directive system.

**101.1 - 2 POLICY**

It is the policy of the Detroit Police Department to provide its members with clear guidelines regarding the restraints and expectations that relate to the performance of their duties. The directive system shall contain department policy, rules and regulations, and procedures for implementing department activities. A manual of policies, rules and procedures furnishes a blueprint for performance and guides the day-to-day legal and ethical functioning of this department. The provisions of the department's directives govern all personnel of the Detroit Police Department. Each individual member is responsible for knowing and abiding by these provisions. Failure to abide by the provisions in this manual shall be cause for appropriate disciplinary action.

Since it is not possible to anticipate every situation that may arise or to prescribe a specific course of action in each scenario, all members are expected to exercise good judgment, honor, and integrity in the delivery of services to the community.

**101.1 - 3 Definitions****Department Manual**

The Department Manual consists of a collection of department directives that may be presented in a written book format with binder or in a computer text file.

**Directives**

Directives communicate department-wide organizational structure, delegations of authority, guiding principles, rules, policies, and procedures. Directives may be used to establish, amend, supersede, or cancel any rule, regulation, order or procedure. Directives are in full force and effect until superseded or amended. The chief of police shall recommend rules, regulations and procedures (Directives) to the Board of Police Commissioners for their approval (City Charter 7-106). All other department publications shall be issued on the authority of the chief of police.

**Executive Orders**

Executive Orders are only issued and signed by the chief of police or designee. They transmit significant information of an immediate importance to personnel. Executive Orders automatically expire on the date recorded in the "Expiration Date" box or one year from the effective date. Only a superseding Executive Order may amend an Executive Order. They are numbered sequentially within each calendar year and shall be retained by individual commands until revoked, amended or incorporated in to the manual.

**Legal Advisor Updates**

The purpose of Legal Advisor Updates are to review court decisions and changes to the law that may effect this department. They are numbered sequentially and are to be permanently retained by all members until revoked or until the periodic index indicates that they are to be deleted.

**Personnel Orders**

A Personnel Order shall be used to announce transfers, special assignments, deaths, funerals, eligibility rosters, promotions, examinations, department awards, and all other personnel matters. Copies of Personnel Orders will be retained indefinitely in the file of the member to whom they pertain. Personnel Orders in precinct and section books need only be retained for one year from the date of issuance. Personnel Orders will be filed in numerical sequence for the calendar year.

#### Policy

A broad statement of department principle(s). A policy statement generally does not establish fixed rules or a procedure for conduct of a particular activity, but rather provides a framework for development of procedures and rules or regulations. Although most directives contain a stated policy, not all do. Some directives are entirely procedural, and others may be subdivisions of a broader subject, which is covered by a policy statement in another directive.

#### Special Orders

A Special Order shall be used to disseminate routine operational and procedural information (e.g., announcing new ordinances or laws, elections detail or parade procedures, etc.). Special Orders automatically expire on the date recorded in the "Expiration Date" box or one year from the effective date. A Special Order is not retained beyond its expiration date. Special Orders will be filed in a numerical sequence for the calendar year. Special Orders shall be issued only on the authority of the chief of police. The chief of police may publish Special Orders without prior approval or review of the Board of Police Commissioners.

#### Standard Operating Procedures (SOP's)

Standard Operating Procedures (SOP's) contain material of an internal operational nature and pertain only to the personnel assigned to the concerned division or section and are approved by the division or section commanding officer.

#### Teletypes

Department teletypes concerning major crimes, wanted persons or vehicles and teletypes with supplemental information shall be issued at the discretion of the officer in charge of Notification and Crime Reporting Section. The name of the authorizing officer shall be placed on the teletype.

#### Teletypes - Administrative

Administrative Teletypes are a communication to department personnel relative to operation of the department. Only the chief of police, assistant chiefs, executive staff officer, or the deputy chief of Risk Management Bureau, may authorize an Administrative Teletype. The officer in charge of the Notification and Crime Reporting Section shall ensure that there is proper authorization prior to issuing the Teletype. In an emergency situation where none of the above persons are available the executive duty officer may authorize an Administrative Teletype. Administrative Teletypes may affect department procedures on an interim basis.

#### Training and Information Bulletins

The purpose of Training and Information Bulletins are to identify specific items of importance to all members, and will amplify new procedures, review current procedures that are not being observed uniformly, announce new equipment, explain the operation of new equipment, and announce new developments in the field of law enforcement. All members will permanently retain all Training and Information Bulletins until the periodic index indicates that they are outdated.

#### 101.1 - 4 Procedures

The Directives in this manual supersede all other general procedures, General Orders and rules and regulations. When the contents of this manual conflict with earlier department statements, policies, procedures or rules, this manual will control. Should a situation arise upon which a department policy or procedure predating this manual relates to a subject not covered by this manual, the prior statement controls, but this situation shall be brought to the attention of the Planning and Accreditation Section.

This manual provides only internal department guidance. It is not intended to and may not be relied on to create any rights, substantive or procedural, enforceable at law or by any party in any matter civil or criminal. No limitations are placed on otherwise lawful actions that the department may undertake.

Any section, subsection, item, clause, or phrase which is found in contravention of the laws of this state, or of the United States or the courts of this state or of the United States Supreme Court shall be null and void. All other sections, subsections, items, clauses and phrases shall remain in full force and effect.

#### 101.1 - 4.1 Management of the Written Directive System

Directives shall be reviewed yearly by the individual commands most appropriate for the subject matter. In addition, the Planning and Accreditation Section is responsible for monitoring the manual and making any changes necessary to reflect current practices, procedures, and keeping abreast of any new statutes or legislation that may affect those practices and/or policies.

#### 101.1 - 4.2 Indexing, purging and updating responsibilities

The Planning and Accreditation Section shall maintain an updated index of all written directives. If, prior to a pre-scheduled review, a need exists to develop a new directive, change an existing directive or delete an obsolete directive, a written request with supporting documentation shall be forwarded through channels to the commanding officer, Planning and Accreditation Section.

#### 101.1 - 4.3 Distribution of Manual

The Detroit Police Manual shall be available on the DPD-NET. Every member of the department shall be issued a CD-Rom of the manual.

#### 101.1 - 4.4 Distribution of hard copy (paper) directives

Every precinct and section will be responsible for maintaining a hard copy in the event of computer systems failure. Special Orders, Personnel Orders and Executive Orders will be assigned numbers by the Planning and Accreditation Section and may be distributed in a hard copy (paper) format and/or electronically (e.g., DPD-NET).

Once approved, any changes or revision of the manual will be made as soon as possible by the Planning and Accreditation Section, and will be available to all members on the DPD-NET. The commanding officer of the Planning and Accreditation Section or designee shall initiate the electronic notification of new directives, with instructions for accessing the directive(s), to all personnel.

On a quarterly basis all members will receive notification (Revision Notice) of all of the changes made during the previous quarter and shall acknowledge same by signing a roster. The original roster shall be forwarded to the Planning and Accreditation Section and a copy of the roster retained by the member's command. The roster shall be maintained by the command for a period of three years from the date of the Revision Notice.

Any Special Order that is published as an "A" series requires that each sworn member receive a copy. Any Special Order that is published as an "AA" series requires that each sworn member receive a copy of the directive and sign a roster acknowledging receipt. Any Special Order published as an "AA" asterisk series will require that each non-sworn members also receive a copy and sign a roster acknowledging receipt.

When an "AA" series is distributed, commanding officers are responsible for ensuring that a roster is prepared indicating the name and rank of each member within the command. If the distribution includes an asterisk, non-sworn members shall be included on the roster. This roster shall clearly indicate the order number and subject of the material being distributed.

Assigned out members shall sign the roster at their current assignment, rather than at their parent command. An appropriate notation shall be made next to the names of members on extended leaves (e.g., military, maternity, etc.) Sufficient time shall be allowed for members to return from short absences (e.g., furlough, etc.). The original roster shall be forwarded to the Planning and Accreditation Section with a copy retained by the command. All names must have a signature or an explanation.

#### 101.1 - 4.5 Formulation of written directives

Directives and Special Orders shall be formulated at the direction of the chief of police through the Planning and Accreditation Section. Any member may submit suggestions for a change of a written directive through channels at any time to the Planning and Accreditation Section. Approved suggestions and drafts not immediately acted upon shall be placed in a file in the Planning and Accreditation Section for future consideration when the affected written directive becomes due for review.

#### 101.1 - 4.6 Reading of directives

Upon receipt of directives and other memoranda of concern to the command, each commanding officer shall ensure that the officer in charge of each platoon reads and explains them aloud, acknowledging such action by

affixing their initials, the date and the platoon on the order. The officer in charge of the platoon or section is responsible for familiarizing all members under their command of orders concerning them, which have been published during the member's absence (e.g., leave, furlough, etc.).

#### 101.1 - 5 Department Manual organization

The Manual contains Series, Chapters and written Directives. Furthermore, for identification and reference purposes, the paragraphs and subparagraphs will also follow a sequential corresponding number within each directive.

#### 101.1 - 5.1 Series

The Department Manual is divided into four series:

- 100 Series: Administration
- 200 Series: Operations
- 300 Series: Support Services
- 400 Series: Personnel

#### 101.1 - 5.2 Chapters

Chapters range from 1-99 and assigned chapter numbers will correspond to the Series under which they are organized. Chapter 1 of series 100 shall be displayed as 101.

100 Series (Chapter 101-199)

200 Series (Chapter 201-299)

300 Series (Chapter 301-399)

400 Series (Chapter 401-499)

#### 101.1 - 5.3 Directives

Directive numbers shall be unique designations and shall consist of three parts: Series, Chapter number and Directive number separated by a decimal point. (e.g., Series 100, Chapter 101, Directive 6, shall be displayed as 101.6).

#### 101.1 - 5.4 Paragraphs and Sub-Paragraphs

Paragraphs and sub-paragraphs within each directive shall be numbered in sequential order to the corresponding directive number and separated by dash. (e.g., Series 100, Chapter 101, Directive 6, Paragraph 4, Subparagraph 2, shall be displayed as 101.6 - 4.2).



## Detroit Police Web Manual v2

**DIRECTIVE**  
**101.2**  
**DEPARTMENT RANK STRUCTURE**

101.2 - 1 POLICY The structure of the department is designed for effectively achieving the department's mission. The chief of police is responsible for the overall performance of the department. Department members have responsibilities, which are commensurate with rank. Within the rank structure, supervisors may delegate appropriate duties to subordinates. Delegation of any duty implies a corresponding delegation of appropriate authority.

Supervisory personnel are accountable for the activities of members under their immediate control. It is the policy of the Detroit Police Department to provide uniform direction to all police department members through an established chain of command in order to promote consistency, reduce confusion and enhance public safety operations.

**101.2 - 2 Legal Authority**

Detroit Police Officers are state certified police officers. Officers shall at all times exercise their authority in a fair and impartial manner so as to safeguard the constitutional rights of the persons with whom they come into contact, while enforcing the law to enhance public safety.

**101.2 - 3 Unity of Command**

1. Each organizational component is under the direct command of only one commanding officer;
2. Each member is accountable to only one supervisor at a time.

**101.2 - 4 Board of Police Commissioners**

As mandated by the Charter of the city of Detroit, a five member Board of Police Commissioners shall head the police department. The mayor, subject to the approval of the City Council, shall appoint the members of the Board. The term of membership on the Board is five years. The Board shall meet at the call of its chairperson, but shall meet at least once each week.

**101.2 - 4.1 Duties**

In consultation with the chief of police and the approval of the mayor, establish policies, rules, regulations, orders and procedures.

1. Review and approve the department budget before its submission to the mayor;
2. Receive and resolve any complaint concerning the operation of the police department;
3. Act as final authority in imposing or reviewing discipline of department personnel;
4. Make an annual report to the mayor, the City Council, and the public of the department's activities during the previous year, including the handling of crime and complaints, and of future plans.

The Board may subpoena witnesses, administer oaths, take testimony and require the production of evidence. To enforce a subpoena or order for production of evidence or to impose any penalty prescribed for failure to obey a subpoena or order, the Board shall apply to the appropriate court. The Board may delegate in writing to a member of its staff the power to administer oaths and take testimony. A delegation is revocable at the will of the Board and does not prevent the exercise of any power by the Board.

**101.2 - 4.2 Executive Director**

The Board of Police Commissioners shall appoint an executive director that serves at its pleasure.

1. The executive director shall attend all Board meetings;
2. The executive director serves as the Board's primary staff person and shall direct all of the Board's staff and activities;
3. The executive director may contact individual commanding officers for information regarding matters concerning the Board;
4. Commanding officers shall provide the executive director with the requested information unless the commanding

officer deems the information to be confidential. In those instances, the commanding officer shall so advise the executive director;

5. In the event confidential records are withheld which, in the opinion of the executive director are relevant to the duties of the executive director or the duties of the staff of the executive director, the executive director may request the approval of the chief of police to review the records;

6. All written correspondence and reports directed to the executive director shall be forwarded through the chief of police.

#### 101.2 - 4.3 Chief Investigator

The Board of Police Commissioners shall appoint a Chief Investigator and such additional staff of investigators, as it deems necessary. Investigators serve at the Board's pleasure.

1. The Chief Investigator shall possess skills and experience necessary for investigative work and shall be directly accountable to the executive director of the Board of Police Commissioners;

2. The investigative staff of the Board of Police Commissioners may conduct investigations of citizen complaints, including the interviewing and interrogation of department members;

3. Such investigations shall in no way abridge or change the rights of a department member as granted by any local, state or federal law or the constitutions of the United States or the state of Michigan, or as negotiated through collective

bargaining. Further, such investigations shall be in accordance with those rules and orders as authorized by the Board of Police Commissioners.

#### 101.2 - 5 Chief of Police

The chief of police is the chief executive officer of the police department; the chief is appointed by and serves at the pleasure of the mayor. The chief of police shall administer the department under the policies; rules, regulations, orders or procedures established by the Board of Police Commissioners and shall:

1. Organize the department with the approval of the Board of Police Commissioners;

2. Recommend rules, regulations, orders or procedures to the Board of Police Commissioners for approval;

3. Prepare the annual budget for the police department;

4. Hire, promote, commend, transfer and discipline department personnel;

5. Have authority to suspend and discharge department personnel;

6. File complaints against department personnel with the executive director of the Board of Police Commissioners;

7. Direct department personnel in the performance of their duties;

8. Except as otherwise provided by the Board of Police Commissioners, keep and control all property and equipment belonging to the department or held by the department as evidence;

9. Submit to the Board of Police Commissioners an annual report of the operations of the department for forwarding to the mayor, the City Council and the public;

10. Present annually to the Board of Police Commissioners, the mayor, the City Council and the public a police department operations improvement plan;

11. Exercise such other powers as conferred by the Board of Police Commissioners;

12. The chief of police, with the consent of the Board of Police Commissioners, may appoint necessary deputy chiefs;

13. The chief of police may attend all meetings of the Board of Police Commissioners and speak on any issue but shall not vote.

#### 101.2 - 6 Assistant Chief

An assistant chief reports directly to the chief of police. An assistant chief shall ensure all departmental entities within their command maintain the organizational structure established by the chief of police and operate in a manner consistent with department directives.

#### 101.2 - 7 Deputy Chief

A deputy chief may be a sworn or non-sworn position and shall be responsible for the efficient operation of a bureau.

1. A deputy chief shall coordinate, direct, and be responsible for the proper operation and discipline of commands within the bureau;

2. The deputy chief shall also recommend improved methods of performing the duties for which the bureau is responsible;
3. A deputy chief shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, orders or procedures; A non-sworn deputy chief shall not exercise direct command authority over members who are actively engaged in peacekeeping activities.

#### 101.2 - 8 Director of Personnel

The director of personnel is appointed by the Board of Police Commissioners to head the police department's personnel services. The director of personnel shall be nonsworn and serves at the pleasure of the Board.

1. The director of personnel is responsible for all personnel functions within the department;
2. The director shall coordinate, direct, and be responsible for the proper operation and discipline of commands which provide personnel services;
3. The director of personnel shall also assume any other duties and responsibilities which may be delegated by the chief of police with Board approval or which are set forth in department rules, regulations, orders or procedures;
4. The director of personnel shall not exercise direct command authority over members who are actively engaged in peacekeeping activities.

#### 101.2 - 9 Commander

A commander shall be directly accountable to the deputy chief in charge of the bureau. A commander shall be responsible for the following:

1. Coordinating the efforts of the various commands within his/her jurisdiction and ensuring the efficient operation and discipline of the command;
2. Supervising the activities of subordinate officers as they relate to the command's operation;
3. Briefing superior officers regarding situations and conditions that require their attention;

A commander shall assume any other duties and responsibilities which may be delegated by a superior officer, or which are set forth in department rules, regulations, orders or procedures.

#### 101.2 - 10 Executive Duty Officer

The executive duty officer shall be a department member of the rank of commander or above who provides executive direction to department activities on weekends and holidays. The executive duty officer shall be responsible for the following:

1. Reviewing the executive duty officer schedule of activities so as to be informed of any anticipated unusual events or occurrences;
2. Keeping informed of any major crimes or unusual incidents occurring during the tour of duty;
3. Keeping informed of all department members of the rank of commander and above who are away from the city during the tour of duty;
4. Responding to any incident at which the presence of the executive duty officer is necessary;
5. Exercising tactical command of any situation until relieved by a member of higher rank;
6. Reviewing reports submitted by field duty officers and forwarding these reports to the Office of the Chief of Police for the next regular business day;

#### 101.2 Department Structure

An executive duty officer shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, orders or procedures.

#### 101.2 - 11 Inspector

An inspector shall assume any duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, orders or procedures.

#### 101.2 - 12 Lieutenant

Lieutenants shall be directly accountable to their commanding officers and shall be responsible for the following:

1. Managing the total operations of a platoon or command;
2. Command and discipline of subordinates;
3. Proper conduct and appearance of all personnel under the lieutenant's command;

4. Being cognizant of patterns and developing trends of crime;
5. Proper utilization of personnel under the lieutenant's command;
6. Preparation of monthly and daily assignments of personnel under the lieutenant's command;
7. Proper dissemination and explanation of information and new orders to personnel;
8. Training of subordinates under the lieutenant's command;
9. Briefing of superior officers on situations and conditions which require attention;
10. Responding to field situations which necessitate the lieutenant's appearance; and maintenance and inventory of all department vehicles, equipment and material;
11. A lieutenant has ultimate responsibility for all operations under the lieutenant's control;
12. A lieutenant shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, orders or procedures;
13. If assigned as the officer in charge of the district station desk, a lieutenant shall also be responsible for the duties stated below.

#### 101.2 - 13 Officer in charge of the district station desk

The officer in charge of the district desk shall be responsible for the following duties:

1. Control of the district station facility and its personnel;
2. Efficient desk operation;
3. Reviewing circumstances of arrests and determining whether or not the arrested person should be held;
4. Reviewing incident, accident and other reports prepared by members;
5. Processing applications for bond and personal recognizance;
6. Initial processing of walk-in or telephoned to the district citizen complaints;
7. Cleanliness of the district station;
8. Proper preparation and transmittal of required reports;
9. Safe storage of personal, evidence, found and safekeeping property;
10. Maintaining an accurate log of platoon activities and transmitting orders and instructions as required;
11. Reassigning members as needed and notifying patrol supervisors of these changes.

#### 101.2 - 14 Cell Block Supervisor

The officer in charge of the district desk shall be responsible for the following duties:

1. Care, custody, processing and transporting of detainees;
2. Control of the cellblock;
3. Cleanliness of the cellblock and processing area;
4. Observes activities of detainees, transfers detainees from cells, serves meals and inspects his or her holding facility for security and maintenance.
5. Maintains order in the holding facility and monitors activities to ensure compliance with rules, regulations, standards and safety precautions.
6. Maintains a daily blotter of occurrences
7. Ensures that all required forms, logs and reports are completed on a daily basis;
8. Takes any complaint brought to his or her attention from any source, including detainees, related to holding facility issues and takes appropriate action and documents action taken;
9. Coordinates holding facility inspections with internal and external agencies/departments.

A cell block supervisor shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, directives, orders or procedures.

#### 101.2 - 15 Sergeant

A sergeant shall be directly accountable to the lieutenant in charge of a specific assignment. In the absence of the lieutenant, the senior ranking sergeant or designated sergeant shall assume the duties and responsibilities of the lieutenant. A sergeant shall be responsible for the following duties:

1. Supervision and discipline of subordinates under the sergeant's control;
2. The appearance and conduct of officers under the sergeant's control and the proper maintenance of vehicles and equipment;
3. Instructing subordinates concerning police operations;
4. The proper preparation and transmittal of required reports;
5. Taking the necessary disciplinary action as set forth in department rules, regulations, directives, orders and procedures;



A sergeant shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, directives, orders or procedures.

#### 101.2 - 16 Patrol sergeant responsibilities

In addition to the general responsibilities of a sergeant described above a patrol sergeant is responsible for the following:

1. Awareness of crime patterns, trends and other conditions affecting the district;
2. Keeping the officer in charge of the district station desk and the platoon lieutenant informed of current matters of importance;
3. Notification of the zone dispatcher, officer in charge of the district station desk and the platoon lieutenant when a change in patrol assignment is made;
4. Supervising police operations in an assigned area;
5. Remaining in service with the zone dispatcher unless otherwise directed by proper authority;
6. Responding to incidents when dispatched, when requested by personnel, or when the sergeant's presence is necessary;
7. Responding to radio runs to monitor: response time, duration of the activity, citizen rapport, completeness of reports, and quality of service;
8. At the conclusion of the tour of duty, patrol sergeants shall account for all personnel and equipment, review reports for accuracy and completeness, ensure that all tasks have been properly handled and recorded on appropriate forms.

#### 101.2 - 17 Investigator

An investigator is directly responsible to a sergeant and shall be responsible for the following:

1. Supervising the activities of police officers at crime scenes, including the preparation and submission of misconduct reports for misconduct arising from crime scene activities;
2. Follow-up investigations;
3. Continuing investigations on case assignments;
4. Court case preparation and presentation;
5. Keeping supervisors apprised of current matters of importance;
6. Awareness of crime patterns, changes and trends affecting an assigned area;
7. Apprehending wanted suspects;
8. Interrogation and processing of detainees;
9. Completion of interrogation sheets, investigation reports and other records necessary for presentation to the courts;
10. Coordinating live or photo lineups as soon as possible after crime scene investigations;
11. Preparing other related reports and records, notification of witnesses and any other duties as directed by proper authority;

An investigator shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, orders or procedures.

#### 101.2 - 18 Police Officer

A police officer shall be responsible for performing a variety of duties related to the protection of life and property, enforcement of criminal and traffic laws, prevention of crime, preservation of the public peace, and the apprehension of criminals.

1. A police officer is responsible for the detection, prevention and suppression of crime (e.g., proactive policing, etc.).
2. A police officer shall also be responsible for performing clerical duties as assigned by proper authority;
3. A police officer shall assume any other duties and responsibilities which may be delegated by a superior officer or which are set forth in department rules, regulations, orders or procedures.

#### 101.2 - 18.1 District Detention Officer

In addition to the duties and responsibilities set forth above, a member assigned to duty, as district detention officer shall be responsible for the care and safe keeping of detainees and witnesses held under a court order.

**101.2 - 18.2 Police Programmer**

In addition to the duties and responsibilities set forth above, a police programmer shall process a variety of police data and prepare or assist in systems analysis and program development by:

1. Reviewing existing procedures;
2. Developing and maintaining department mainframe and microcomputer systems and applications, designing new programs and systems logic;
3. Testing and revising programs to obtain consistently accurate, adequate, and efficient operations;
4. Modifying existing programs to meet changing requirements;
5. Writing instructions for executing programs;
6. Assisting in investigating and evaluating proposals for new machines or machine installation.

**101.2 - 18.3 Communications Officer**

A communications officer assigned duties as a zone dispatcher, shall be responsible for the proper dispatching of police runs and control of response personnel under the jurisdiction of the communications officer, and related work as required. When assigned duties as a zone dispatcher's clerk the communications officer shall assist the zone dispatcher as required.

**101.2 - 19 Non-sworn member**

Non-sworn members are persons employed by the department whose duties and responsibilities are described by the Civil Service Title under which they are employed. Non-sworn members shall perform all required tasks in a diligent and competent manner. A non-sworn members shall assume any other duties and responsibilities which may be delegated by a superior officer or non-sworn supervisor or which are set forth in department rules, regulations, orders or procedures. Non-sworn members who are supervisors shall not exercise direct supervisory authority over members who are actively engaged in peacekeeping activities.

REV 02-08



## Detroit Police Web Manual v2

**DIRECTIVE**  
**101.3**  
**OFFICE OF CHIEF FUNCTION**

**101.3 - 1 PURPOSE**

The purpose of this directive is to delineate those organizational entities that report to the Office of the Chief of Police.

**101.3 - 2 POLICY**

The chief of police is the chief executive officer of the department and has overall responsibility for enforcing the law and administering the department. The mayor appoints the chief of police. The chief of police and the Office of the Chief of Police are responsible for administering the following departmental entities.

**101.3 - 3 Office of the Chief of Police****101.3 - 3.1 Executive Staff Officer**

The Executive Staff Officer oversees day-to-day operations of the Chief's Office and supervises members of the Chief's Staff in fulfilling departmental goals (e.g., Staff Services, Volunteer Coordinator, Creative Services).

**101.3 - 3.2 Staff Services**

Staff Services are members of the Chief's Staff and shall provide assistance to the chief of police as needed.

**101.3 - 3.3 Creative Services**

Creative Services are members of the Chief's Staff and are responsible for the coordination of certain special events and projects as assigned by the chief of police.

**101.3 - 3.4 Volunteer Coordinator**

The Volunteer Coordinator is a member of the Chief's Staff and is responsible for recruiting volunteers, promoting and encouraging businesses and residents to work with law enforcement officers to foster public support and develop community partnerships.

**101.3 - 3.5 Community Interaction Team**

The Community Interaction Team is part of the Chief's Staff and reports directly to the chief of police. The primary purpose of the Community Interaction Team is to establish a service-oriented relationship with residential, business, commercial, and governmental entities within the city of Detroit and its neighboring communities. The community interaction team targets programs such as but not limited to those that, address public safety needs, effectiveness of crime prevention, and assist in the organizing of both residential and business community interest groups.

**101.3 - 3.6 Corporate Communications**

Corporate Communications is responsible for the following:

1. Acting as the official department speaker for the release of information to the news media;
2. Informing the public of current police operations and services;
3. Maintaining liaison with the news media to maintain good rapport between the news media and the department;
4. Gathering pertinent news information from all commands for dissemination to the news media;
5. Responding to the scene of major incidents to aid department personnel in dealing with the news media;
6. Processing and issuing press passes to media representatives;
7. Recording all television news broadcasts to preserve those news stories involving or impacting law enforcement;
8. Gathering and preserving materials, articles, and documents that have historical significance to the department;
9. Preparing and distributing the annual report;
10. Maintaining a list of public speakers.

**101.3 - 3.7 Executive Protection**

Executive Protection has the primary responsibility for the protection of the mayor and visiting dignitaries as directed.

#### 101.3 - 3.8 City Council Security

City Council Security is responsible for maintaining order at City Council sessions and providing security for council members and staff while in their offices.

#### 101.3 - 3.9 Psychological Services

Psychological Services is responsible for the following:

1. Crisis intervention and on-going consulting services for sworn and non-sworn members;
2. Assessment and follow-up services for officers involved in fatal shootings;
3. Special evaluations by specific direction;
4. Serving as a liaison between the department and departmental psychiatrists;
5. Assisting and/or providing referrals for officers suffering from emotional problems either duty or non-duty related.

#### 101.3 - 4 Professional Accountability Bureau

The deputy chief of the Professional Accountability Bureau reports directly to the chief of police. This Bureau consists of the Internal Affairs Division, Internal Affairs Section, and the Force Investigation Section. Duty Officers and Audit and Inspections responsibilities are attached to this bureau.

#### 101.3 - 4.1 Duty Officers

Duty Officers consist of members of the rank of inspector who are responsible for providing command level direction to the department on platoons one and three.

#### 101.3 - 4.2 Audits and Inspections

Audits and Inspections oversees internal audits and handles quality control issues and the following:

1. Performing staff inspections of all department commands to ensure compliance with department rules, regulations, orders and procedures. Audit and Inspections shall have access to all department records and files which are relevant to the assigned inspection;
2. In the event confidential records are withheld which, in the opinion of the officer in charge of Audit and Inspections are relevant to the assigned inspection, the approval of the chief of police to review the records may be requested.

#### 101.3 - 4.3 Internal Affairs Division

The Internal Affairs Division reports directly to the deputy chief, Professional Accountability Bureau. This division consists of the Internal Affairs Section and the Special Investigation Section.

#### 101.3 - 4.4 Internal Affairs Section

The Internal Affairs Section is responsible for conducting Internal Affairs activities relating to the integrity of department personnel and alleged criminality by department personnel. The Internal Affairs Section shall accept information from any source, and any member or employee may submit information directly to the section or through official channels for ultimate submission to the chief of police. This section shall have access to all department records relevant to its investigations, without exception.

The Internal Affairs Section is responsible for the following functions:

1. Discovering, investigating and prosecuting criminal misconduct on the part of department members or employees;
2. Compiling comprehensive reports delineating departmental misconduct arising out of criminal misconduct investigations;
3. Preparing suggested revisions of department procedures where existing deficiencies have been a contributing factor in criminal or departmental misconduct;
4. Completing confidential background investigations and clearances of all new applicants appointed to the department; all personnel being considered for transfer to assignments of a critical or sensitive nature, and such other clearances as ordered by the chief of police;
5. Preparing and delivering lectures on police ethics to recruit and department training classes;

6. Conducting discreet investigations of individuals or situations which could jeopardize the security and integrity of city government;
7. Gathering evidence and prosecuting cases in which criminals have attempted to bribe members or employees and/or other public officials;
8. Prosecuting those who falsely report that a member or employee has committed a crime;
9. Determining responsibility for criminal misconduct investigations, and maintaining Internal Affairs Section Alert Teams, available 24 hours a day to respond immediately and take charge of the initial investigation in those situations where criminal misconduct has been committed by a member or employee of the Detroit Police Department (The Homicide Section retains original jurisdiction in all homicides).

#### 101.3 - 4.5 Force Investigation Unit

The Force Investigation Unit is responsible for the following functions:

1. All Category 1 Use of Force;
2. All Category 2 Use of Force with special circumstances;
3. Criminal allegations of police use of excessive force;
4. Altercations with citizens alleging serious officer misconduct supported by strong evidence (e.g., video-tape or a substantial number of credible witnesses);
5. Serious bodily injury or high value property damage resulting from department member's vehicle/foot pursuits;
6. Traffic collisions involving department members that result in anyone being hospitalized;
7. In-custody deaths.

Chapter 101.3 Office of Chief Function



## Detroit Police Web Manual v2

**DIRECTIVE**  
**101.4**  
**ADMINISTRATIVE PORTFOLIO**

**101.4 - 1 Assistant Chief**

The assistant chief, Administrative Portfolio shall exercise operational control over the following commands:

1. Training Bureau;
2. Science and Technology Bureau;
3. Management Services Bureau;
4. Risk Management Bureau.

The assistant chief, Administrative Portfolio shall ensure all entities within these commands maintain the organizational structure established by the chief of police and operate in a manner consistent with department directives.

The Office of Executive Development and Succession Planning is part of the staff and reports directly to the assistant chief, Administrative Portfolio. The Office of Executive Development and Succession Planning is responsible for providing executive and leadership training and internships to department members.

The assistant chief, Administrative Portfolio shall assume any other duties or responsibilities which may be delegated by the chief of police or which are in department directives.

**101.4 - 2 Training Bureau**

The Training Bureau serves as the department's principal training center. In addition to providing training for department personnel, this bureau serves as the department's training liaison with other criminal justice agencies. All training conducted within the department shall be coordinated with the Training Bureau. In addition, all requests for special training shall be forwarded to the Training Bureau.

The Training Bureau is responsible for the following:

1. Administering all department training programs, i.e., firearms qualifications, precision driving;
2. Serving as the department's liaison to the Michigan Council of Law Enforcement Standards (MCOLES);
3. Working in concert with other department commands in determining department needs and developing training curricula;
4. Coordinating the department's participation in training programs offered by outside institutions or made available by federal grants, e.g., Federal Bureau Investigations (FBI) National Academy, Southern Police Institute;
5. Periodically providing a description of educational and training opportunities available to members of the department for publication;
6. Maintaining liaison with local, state and federal enforcement agencies on matters of training interest;
7. Developing training materials and training and information bulletins;
8. Receiving and processing requests from within the department for training conducted outside the department to ensure maximum benefits and minimize duplication;
9. Maintaining a police library;
10. Maintaining liaison with the educational community, e.g., universities, colleges;
11. Providing and maintaining facilities for conferences, meetings and seminars;
12. Receiving and processing requests for instructor services from outside the department;
13. Maintaining liaison with the Veterans Administration for on the job training benefits to department members.

**101.4 - 3 Deputy Chief of the Science and Technology Bureau**

The deputy chief, Science and Technology Bureau is responsible for the efficient and proper operations of the following:

1. Forensic and Records Management Division;

2. Emergency Communications Division;
3. Technical Support.

#### 101.4 - 4 Forensic and Records Management Division

The Forensic and Records Management Division is responsible for the efficient and proper operations of the Records and Identification Section and Forensic Services Section.

#### 101.4 - 5 Records and Identification Section

The Records and Identification Section is responsible for the efficient and proper operations of the following:

1. Identification Unit;
2. Records Unit.

#### 101.4 - 5.1 Identification Unit

The Identification Unit is responsible for the following:

1. Providing fingerprint identification clearances for persons arrested within the city of Detroit;
2. Collecting and filing fingerprints, arrest tickets, physical descriptions, circulars, and records of persons paroled from Michigan penal institutions;
3. Furnishing identification and fingerprint records to other agencies as required by law or as directed by proper authority;
4. Establishing identities of unidentified persons;
5. Processing record removals when mandated by state law or court order;
6. Furnishing, on a daily basis, criminal history records of persons arrested for felony and misdemeanor offenses falling under the jurisdiction of the 36th District Court;
7. Processing fingerprint clearances for various types of applicants;
8. Registering convicted sex offenders as required by state law;
9. Providing personal letters of record clearance as a service to the general public.

#### 101.4 - 5.2 Records Unit

The Records Unit is comprised of the Records Office, Gun License Office, Missing Persons Office, Stolen Property/Pawn Shop Office, and Citations Office.

#### 101.4 - 5.3 Records Office

The Records Office is responsible for the following:

1. Recording, preserving, and filing departmental records, including Official Complaint Records (OCR's);
2. Maintaining central files for all traffic accidents occurring in the city;
3. Maintaining the sex offender registration list;
4. Providing OCR's and accident reports to citizens and insurance agencies by mail, or in person;
5. Processing and providing subpoenaed OCR's and accident reports.

#### 101.4 - 5.4 Gun License Office

The Gun License Office is responsible for the following:

1. Accepting and investigating all applications for permits to purchase handguns for residents of the city of Detroit;
2. Safety inspections and registration of handguns;
3. Registrations of alarm agencies, detective agencies, and security guard agencies;
4. Record reports of stolen and recovered firearms;
5. Enter reports of stolen and/or recovered firearms into the Law Enforcement Information Network (LEIN) and National Criminal Information Center (NCIC) systems;
6. Responsible for ensuring recovered firearms are removed from the LEIN and NCIC systems;
7. Entering, coding, and updating information from the Shots Fired Report into a computerized management information system.

#### 101.4 - 5.5 Missing Persons Office

The Missing Persons Office is responsible for the following:

1. Maintaining files on missing adults and escaped persons with mental illness;
2. Receives information regarding unidentified persons and attempts to match descriptors against existing missing person reports;
3. Queries and requests assistance from other agencies concerning missing person investigations;

4. Entering all missing person report information into a computerized database.

#### 101.4 - 5.6 Stolen Property/Pawn Shop Office

The Stolen Property/Pawn Shop Office is responsible for the following:

1. Classifying and filing reports and files received from all pawn shops in the city of Detroit;
2. Referencing stolen property to pawn shop files to aid in the recovery of stolen property and the identification of criminals;
3. Entering all serialized property on pawn tickets into the NCIC computer system;
4. Entering all serialized property on reported offense complaints into the LEIN system.

#### 101.4 - 5.7 Citations Office

The Citations Office is responsible for the following:

1. Processing all traffic violations and miscellaneous ordinance violations issued by members of this department, Detroit Public Schools Public Safety Officers, University of Detroit/Mercy and Wayne State University Officer;
2. Retrieval of police copies of citations for court appearances and as a cross-index for Traffic Court;
3. Entering all traffic violations and miscellaneous ordinances into a computerized database.

#### 101.4 - 6 Forensic Services Section

The Forensic Services Section consists of the following units:

1. Firearms and Bomb Disposal Unit;
2. Polygraph Unit;
3. Serology and Trace Unit;
4. Latent Print Unit;
5. Chemistry Unit;
6. Crime Scene Services Unit;
7. Central Photo Unit;
8. Graphic Services Unit.

The Forensic Services Section provides all forensic services to the department. This division is responsible for the following:

1. Analyzing suspected narcotics and dangerous drugs, determining liquor alcohol content, examining blood and seminal fluids, identifying trace evidence such as hair, paint, fibers, soil, flammable liquids, etc.;
2. Performing firearms related identification work;
3. Conducting polygraph examinations;
4. Examining questioned documents and making handwriting and typewriting comparisons, obliterated writing restoration and paper/ink identifications;
5. Performing bomb disposal duties, bomb scene investigations and inspecting packages of a suspicious nature;
6. Handling all photographic duties with the exception of surveillance photography at the scene of motor vehicle accidents, photographing abandoned cars, crime scene photography initiated by evidence technicians, and maintaining files of photographs;
7. Providing graphic illustrations and displays such as charts, maps, prototype forms, scale drawings and crime scene models;
8. Acting in a supervisory capacity to the department's evidence technician program;
9. Maintaining liaison with other forensic laboratories and academic institutions to keep abreast of advances in the field of forensic science and to facilitate shared services;
10. Identifying, processing, and preparing court exhibits for testimony regarding latent crime scene prints;
11. Taking fingerprints of injured persons at hospitals, hospitalized subjects in major crimes, and bodies at the morgue when latent prints are not available.

#### 101.4 - 6.1 Crime Scene Services Unit

The Crime Scene Services Unit of Forensic Services Section is responsible for the following:

1. Examining crime scenes for physical evidence;
2. Photographing crime and other scenes, persons, evidence and property;
3. Sketching, diagramming and plating crime and other scenes;
4. Identifying physical evidence at crime scenes;
5. Collecting and preserving physical evidence;



6. Transporting physical evidence to appropriate department depositories;
7. Initiating required reports and maintaining established records;
8. Giving testimony in court relative to specialization in technical fields;
9. Performing all police duties as required during their tour of duty.

The Forensic Technicians who are non-sworn members of the department Identify and process latent prints from Home Invasions, Breaking and Entering of Businesses, and Stolen Vehicles.

#### 101.4 - 6.2 Central Photo Unit

The Central Photo Unit of the Forensic Services Section is responsible for the following:

1. Providing still photography services;
2. Preparing fingerprint displays for court presentations;
3. Processing and printing photographic negatives for the Crime Scene Services Unit and Detroit Fire Department;
4. Photographing all department members for identification cards;
5. Conducting training classes concerning photographic techniques;
6. Assisting the city of Detroit Public Information Department as requested;
7. Printing all department orders, official directives, pamphlets, circulars maps;
8. Printing specialized forms not available through the stock room.

#### 101.4 - 6.3 Graphic Service Unit

The Graphics Services Unit of the Forensic Services Section is responsible for the following:

1. Preparing department illustrations and visual aids;
2. Making signs and models for displays and demonstrations;
3. Preparing crime scene drawings for court presentation;
4. Preparing composite drawings;
5. Preparing camera-ready artwork for department publications.

#### 101.4 - 7 Emergency Communications Division

The Emergency Communications Division is responsible for the following:

1. Communications Operations;
2. Notification and Crime Reporting Section (NCRS).

#### 101.4 - 7.1 Communications Operations Section

Communications Operations is responsible for the following:

1. All radio dispatching;
2. Handling of emergency (911) and administrative telephone communications;
3. Long distance telephone approval;
4. Prisoner pickup requests from local jurisdictions;
5. Prisoner information;
6. Department Centrex operations;
7. Cooperating with the Michigan Bell-Ameritech and Public Lighting Commission in assuring proper equipment and service.

#### 101.4 - 7.2 Notification and Crime Reporting Section

The Telephone Crime Reporting Unit of the Notification and Crime Reporting Section (NCRS) is responsible for accepting and recording crime reports from citizens that do not require the presence of a response unit. They are also responsible for providing 24 hour, seven-day advisory service to the patrol force and for receiving notification of certain major crimes and unusual occurrences from the various commands of the department.

In addition to accepting crime reports from citizens the NCRS is responsible for the following:

1. Receiving, recording and maintaining records of stolen and recovered vehicles and license plates, and entering such information into the computer system;
2. Receiving, recording and maintaining records of persons arrested in stolen vehicles;
3. Maintaining a record, by make, of all vehicles stolen within the department's jurisdiction and preparing a daily

summary of stolen and recovered vehicles;

4. Notifying the owner upon recovery of a stolen vehicle or, in cases involving vehicles stolen outside the city, notifying the law enforcement agency having jurisdiction;
5. Maintaining a record of vehicles, which have been repossessed within the department's jurisdiction.

The Notification and Control Unit of the Notification and Crime Reporting Section (NCRS) shall be responsible for the following:

1. Maintaining rosters of all department members and executives, on call department personnel, assistant prosecuting attorneys, judges, chaplains, and other outside agencies that must be contacted in certain emergencies;
2. Receiving notification regarding any natural or produced disaster or unusual incident requiring police action;
3. Initiating further notification to the Postal Inspection Service in the event of a mail bomb or mail bomb threat,
4. Receiving notification when any member of the department detains or becomes aware of the death of a foreign national, and initiating further notifications as a result;
5. Receiving notification from members receiving requests from foreign nationals for asylum within the United States, and initiating further contacts as required;
6. Receiving notification from members responding to major crimes and initiating any further notifications as a result of this information;
7. Receiving notification whenever a member of the armed forces comes to the attention of the department because of serious illness or injury and initiating further notification to the Provost Marshal as a result of this information;
8. Receiving notification from department members of the person contacted in other jurisdictions when the member is to make an arrest on a warrant or probable cause outside the city of Detroit;
9. Receiving notification from supervisory personnel of the death of active sworn or non-sworn members, retired members, active reserve officers, important personages, and immediate family members of sworn or non-sworn members;
10. Receiving notification of any motor vehicle accidents resulting in a fatality or critical injury which occur between the hours of 4:00 p.m. and 8:00 a.m. each day and all day Saturday, Sunday and holidays;
11. Receiving notification when any member of the department takes police action involving personages who possess immunity from arrest;
12. Receiving notification of all raids and fixed surveillance unless there is a compelling need for secrecy;
13. Receiving notification when supervisory personnel wish to contact Internal Affairs Section Alert Teams after 4:00 p.m., Monday through Friday, or any time on Saturday, Sunday or holidays, and for initiating appropriate notification as a result of this information;
14. Receiving notification when the firearm of any member of the department is discharged, except when firing on a target range or lawfully hunting;
15. Receiving messages for the executive duty officer and field duty officers;
16. Receiving notification of all department tactical alerts and/or mobilization and initiating further notifications as a result of this information;
17. Receiving and forwarding all judicial writs served upon the department;
18. Receiving and retaining copies of domestic violence injunctions and court ordered conditions of release (bond), responding to inquiries regarding these orders;
19. Processing incoming and outgoing messages through the LEIN and NCIC systems;
20. Reviewing and final typing of case drafts prepared by the Crimes Against Persons/Property Section, Traffic/Mounted Section, etc.;
21. Issuing and canceling Teletypes on missing persons;
22. Canceling any LEIN messages or department Teletypes pertaining to a wanted person upon the arrest of the wanted person by the department;
23. Receiving notification from members responding to scenes of suspected bombs, explosive devices, other known or unknown incendiary or explosive devices, questionable fluids, gases or stench bombs, or bomb threats.

#### 101.4 - 7.3 Technical Support

Technical Support is responsible for the following:

1. Monitoring and analyzing crime data;
2. Preparing "photo fit" composites of suspects;
3. Maintaining and updating modus operandi information on selected criminal activity;
4. Forecasting probable crime patterns based upon analysis of reported incidents;

5. Maintaining liaison with various commands of the department;
6. Supplying current information to delineate specific areas of criminal activity with supportive information to enable the efficient deployment of resources;
7. Issuing circulars and surveillance proposal information to the appropriate commands after analyzing data related to selected crimes;
8. Developing an up to date, automated information system, which can be applied to the solution of specific crime problems.

#### 101.4 - 8 Deputy Chief of the Management Services Bureau

The deputy chief, Management Services Bureau is responsible for the efficient and proper operation of the following:

1. Resource Management Division;
2. Fiscal Relations Division.

#### 101.4 - 8.1 Chief of Staff Management Services Bureau

The Chief of Staff Management Services Bureau is responsible for providing direct assistance to the deputy chief, Management Services Bureau, and for assisting the deputy chief in coordinating the activities of all other entities organizationally attached to the bureau.

#### 101.4 - 8.2 Grants and Contracts

The Office of the Deputy Chief Management Services Bureau is responsible for grant and contract management and the following:

1. Identifying potential sources of federal, state, or private grant funding;
2. Coordinating all federal, state, or private grant funding to ensure that they are consistent with the overall goals and objectives of the department;
3. To ensure that all programmatic and financial reports are submitted to the grantor agency in a timely manner;
4. To ensure that all grant accounting methods meet the standards of recognized accounting methods;
5. To ensure that all grant applications comply with all of the city of Detroit's substantive and procedural guidelines (e.g., Board of Police Commissioner and City Council approval).

#### 101.4 - 8.3 Vehicle Management Unit

The Vehicle Management Unit reports directly to the deputy chief, Management Services Bureau and is responsible for the following:

1. Assigning all department vehicles, motor equipment, and supplies;
2. Inspecting buses, taxicabs, and motor vehicles for hire prior to issuance of Detroit bond plates.

#### 101.4 - 8.4 Auto Pound

The Auto Pound is responsible for the following:

1. Inventory, storage, and safekeeping of all vehicles, including motorcycles and mini-bikes, impounded by the department for extended periods;
2. Inventory, storage and safekeeping of any large pieces of equipment, e.g., safes, furnaces, printing presses, etc., that are being held as evidence or for safekeeping;
3. Performing inventory searches of all vehicles sent to the unit for storage;
4. Checking vehicle identification numbers and assisting in the attempt to locate owners of abandoned vehicles;
5. Processing abandoned vehicles for removal from city streets and private property, entering vehicle information into the computer;
6. Processing unclaimed abandoned or evidence vehicles for disposal at public auction.

#### 101.4 - 9 Resource Management Division

The Resource Management Division is responsible for the following:

1. Assets and Inventory Control Section;
2. Facilities Management Section.

#### 101.4 - 9.1 Assets and Inventory Control Section

With exceptions, the Assets and Inventory Control Section is responsible for the acquisition, allocation, and inventory of department equipment. Additionally, the section shall establish suitable inventory and storage procedures for money or property classified as evidence, found, safekeeping, or personal, that comes into the custody of the section.

The section is responsible for the following:

1. Analyzing equipment and vehicle needs and control procedures;
2. Maintaining inventories of department equipment, except communications and computer equipment;
3. Selecting, processing, assigning and overseeing maintenance of all department vehicles;
4. Processing requests forwarded from the appropriate deputy chief for additional equipment;
5. Maintaining a separate inventory of property and vehicles forfeited to the department which have been either designated or assigned for department use;
6. Processing requests for the use of property and vehicles forfeited to the department through the judicial process;
7. Ensuring that all forfeited properties, when deemed no longer of use to the department, be sold at public auction or disposed of in accordance with established department and city of Detroit procedures;
8. Processing claims for confiscated property held by the department as evidence property in cases where there is a question of ownership, the property is confiscated in a gambling raid, a firearm, or money in excess of \$1,000.00;
9. Management of the Stationary Stockroom.

#### 101.4 - 9.2 Uniform Store

The Uniform Store of the Assets and Inventory Control Section is responsible for the following:

1. Acquiring uniforms, other uniform related equipment, and leather goods, for issuance to department members, designated department employees, and police reservists;
2. Maintaining an adequate supply of uniforms and related equipment, establishing suitable inventory records, and conducting periodic inventories as required;
3. Accepting uniforms and related equipment from members, and reservists separating from active service;
4. Processing requests for replacement of department uniforms and leather goods and accepting/disposing of worn out items;
5. Making uniform name tags;
6. Engraving all medals for the department.

#### 101.4 - 9.3 Firearms Inventory Unit

The Firearms Inventory Unit of the Assets and Inventory Control Section is responsible for the following:

1. Maintaining a monthly inventory of all department weapons, including gas and riot equipment;
2. Assigning and maintaining a file of the control numbers of all department weapons.
3. Repairing all department weapons;
4. Repairing and number stamping badges;
5. Repairing handcuffs and making prisoner transportation chains.

#### 101.4 - 9.4 Property Control Unit

The Property Control Unit of the Assets and Inventory Control Section is responsible for the following:

1. Custody, care and disposal of property stored in the Headquarters Property Room or other facility designated by the commanding officer of the Assets and Inventory Control Section;
2. Conducting public auction sales of unclaimed or forfeited property as the need arises;
3. Disposition of property which has been forfeited pursuant to the state of Michigan forfeiture acts when so directed by the deputy chief, Management Services Bureau. Monies forfeited to the department are forwarded to Fiscal Operations Section.

#### 101.4 - 9.5 Facilities Management Section

The Facilities Management Section is responsible for the following:

1. Providing cleaning and preventive maintenance for all department buildings and property;

2. Restoring and renovating department buildings;
3. Supervising parking in the headquarters garage;
4. Operating Building Maintenance.

#### 101.4 - 10 Financial Relations Division

The Financial Relations Division is responsible for the Fiscal Operations Section and Payroll Operations Section.

#### 101.4 - 10.1 Fiscal Operations Section

The Fiscal Operations Section is responsible for the following:

1. Maintaining proper and adequate accounting records for the department;
2. Issuing and processing purchase requisitions;
3. Examining and processing invoices;
4. Issuing vouchers to effect payment for all goods and services received by the department;
5. Receiving remittances sent to the department for public purposes and depositing them with the city treasurer;
6. Maintaining separate accounting records for all monies forfeited to the department via the state of Michigan forfeiture acts;
7. Maintaining separate accounting records for all funds forfeited to the department via the Federal Comprehensive Crime Control Act of 1984;
8. Ensuring the proper disbursement of forfeited money as directed by the appropriate courts.

#### 101.4 - 10.2 Payroll Operations Section

The Payroll Operations Section is responsible for the following:

1. Maintaining payroll records of all department members;
2. Preparing and distributing biweekly payrolls.

#### 101.4 - 11 Deputy Chief of Risk Management Bureau

The deputy chief, Risk Management Bureau is responsible for the efficient and proper operations of the Risk and Policy Management Division.

#### 101.4 - 11.1 Office of the Deputy Chief of the Risk Management Bureau

The Office of the Deputy Chief of the Risk Management Bureau is responsible for providing direct assistance to the deputy chief, Risk Management Bureau, and for assisting the deputy chief in coordinating the activities of all the commands organizationally attached to the Bureau. The Safety Committee and DOJ Compliance are part of the staff of the Risk Management Bureau and along with Fitness for Duty reports directly to the deputy chief, Risk Management Bureau.

#### 101.4 - 11.2 Safety Committee

The Safety Committee is responsible for inspecting department facilities and equipment to ensure that it is operating in a safe and/or efficient manner.

#### 101.4 - 11.3 Department of Justice (DOJ) Compliance

DOJ Compliance is responsible for ensuring that this department is in compliance with all applicable DOJ recommendations specific to this department's operations.

#### 101.4 - 11.4 Fitness for Duty

Fitness for Duty is responsible for ensuring that all members of this department are capable of, and fit for, performing their duties.

#### 101.4 - 12 Risk and Policy Management Division

The Risk and Policy Management Division is responsible for the following:

1. Planning and Accreditation Section;
2. Legal Affairs Section;
3. Medical Section.

## 101.4 - 12.1 Planning and Accreditation Section

The Planning and Accreditation Section is responsible for the following:

1. Evaluating the level of department discipline and efficiency;
2. Identifying existing and potential problem areas;
3. Providing in house consulting services to department administrators;
4. Conducting studies and making recommendations to improve operating and administrative procedures;
5. Planning, coordinating and monitoring the implementation of organizational changes in the department;
6. Developing, maintaining and record-keeping for this department's participation in the national accreditation process (C.A.L.E.A.);
7. Investigating, researching, and evaluating suggestions for changes and improvements in established procedures or the improvement of police service;
8. Gathering information for and preparing replies to general correspondence from governmental and law enforcement organizations, as well as universities, corporations, and private citizens;
9. Developing quantitative and qualitative data for use in the preparation of special reports for department officials, the mayor, the City Council and federal and state agencies;
10. Maintaining a limited research library for the use of department personnel;
11. Developing revisions of existing procedures to conform with executive, legislative or judicial edict;
12. Restructuring and editing drafts of proposed directives submitted for publication into proper procedural and grammatical form;
13. Preparing, publishing and maintaining the Detroit Police Manual;
14. Strategic and operational planning as required;
15. Completing other related assignments as may be directed by the chief of police.

## 101.4 - 12.2 Legal Affairs Section

The Legal Affairs Section is responsible for the following:

1. Risk Assessment Unit;
2. Labor Relations Unit;
3. Disciplinary Administration Unit;
4. City Law Unit.

The Legal Affairs Section is also responsible for the following:

1. Providing legal advice to department executives and members in the field where legal issues are involved;
2. Conducting training classes in criminal law for department members and preparing legal advisor updates;
3. Making court appearances on department matters and representing the department as directed in meetings with the judiciary and others relating to police legal matters;
4. Reviewing requests for information under the Freedom of Information Act, in accordance with department procedures;
5. Keeping department personnel apprised of changes in city ordinances, state laws, federal laws and other relevant court decisions.

## 101.4 - 12.3 Risk Assessment Unit

The Risk Assessment Unit is responsible for the following functions:

1. Identifying potential financial loss situations and ensuring that thorough investigations are conducted, documented and retained;
2. Proposing policy changes to avoid or limit future liability;
3. Establishing both in-service and recruit training programs to reduce liability risks;
4. Reducing injuries and personal liability for department personnel;
5. Coordinating with other units within the department to present a clear, systematic approach to risk reduction;
6. Representing the department at disability pension board hearings as required.

## 101.4 - 12.4 Disciplinary Administration Unit

The Disciplinary Administration Unit is responsible for the following functions:

1. Scheduling disciplinary hearings;

2. Providing stenographic service for disciplinary actions;
3. Maintaining and securing a report on all disciplinary actions;
4. Preparing necessary discovery material and transcripts as directed by the chief of police;
5. Publishing monthly summaries of disciplinary actions and trial boards;
6. Preparing and distributing subpoenas to be served in connection with trial board proceedings;
7. Processing appeals of disciplinary proceedings in accordance with department rules, regulations, orders and procedures;
8. Convening the Probationary Evaluation Board in cases involving probationary police officers.

#### 101.4 - 12.5 Labor Relations Unit

The Labor Relations Unit is responsible for the following:

1. Coordinating the labor relations function for the department and evaluating department rules and procedures to ensure conformity with labor contractual provisions;
2. Advising supervisory officers in responding to grievances, and disseminating information on labor problems and suggested solutions to the supervisory staff;
3. Representing the chief of police in labor arbitration, hearings before the Michigan Employment Relations Commission and the Michigan Employment Security Commission and negotiating labor contracts and agreements;
4. Conducting training classes in contract administration and grievance handling for supervisory personnel;
5. Processing cases before the Probationary Evaluation Board involving probationary police officers;
6. Representing the department at disability pension board hearings as required.

#### 101.4 - 12.6 City Law Unit

The City Law Unit of the Risk Management Bureau is responsible for the following:

1. Assisting Corporation Counsel with preparation and handling of cases involving civil suits against the city of Detroit and/or a member or employee of the department;
2. Retaining records of subpoenas, summons and copies of appropriate reports and records incident to pending civil suits;
3. Delivering subpoenas and summons as required by corporation counsel;
4. Investigating and processing all claims for damages involving the police department;
5. Investigating and processing all accounts receivable for the city of Detroit and initiating garnishments where called for.

#### 101.4 - 12.7 Medical Section

The Medical Section, in consultation with the department physicians, is responsible for the following:

1. Ensuring that proper care is provided for sick and injured members of the department when the sickness or injury is duty related;
2. Examining the physical and psychological qualifications of all police applicants;
3. Providing physical examinations for probationary members and recently promoted members;
4. Determining whether a member's illness or injury was duty incurred and for determining whether the resulting bills are reasonable;
5. Investigating and responding to all medical grievances;
6. Responding to Pension Bureau inquiries in cases of duty disability retirement applications;
7. Maintaining medical records for all members of the department;
8. Conducting any other medical programs deemed necessary for department members at the direction of the chief of police;
9. Supervising and coordinating the department's universal drug screening program.



## Detroit Police Web Manual v2

**DIRECTIVE  
101.5  
OPERATIONS PORTFOLIO**

**101.5 - 1 Assistant Chief Operations Portfolio**

The assistant chief, Operations Portfolio shall exercise operational control over the following:

1. Customer Service Zone East;
2. Customer Service Zone West.

The assistant chief, Operations Portfolio shall ensure all commands within this Portfolio maintain the organizational structure established by the chief of police and operate in a manner consistent with department directives. In the absence of the chief of police, the assistant chief, Operations Portfolio shall assume the duties and responsibilities of the chief of police unless otherwise directed by the chief of police. The assistant chief, Operations Portfolio shall assume any other duties or responsibilities which may be delegated by the chief of police or which are set forth in department directives. The Auxiliary Services Unit (Police Reserve Corps, Junior Police Cadet Corps, Chaplain Corps), Police Athletic League and Tactical Operations Section report directly to the assistant chief, Operations Portfolio.

**101.5 - 2 Auxiliary Services Unit**

The Auxiliary Services Unit reports directly to the assistant chief, Operations Portfolio and consists of the following:

1. Police Reserve Corps;
2. Junior Police Cadet Corps
3. Chaplain Corps

**101.5 - 2.1 Police Reserve Corps**

The Police Reserve Corps is responsible for planning, training, supervising, and deploying reserve officers.

**101.5 - 2.2 Chaplain Corps**

The Chaplain Corps is responsible for the following:

1. Providing religious and spiritual assistance to department members, employees, and citizens;
2. Promoting greater understanding and cooperation between members and the community;
3. Conducting classes in police ethics at the Training Bureau;
4. Assisting a deceased member's family as needed;
5. Chaplains may on occasion informally visit precincts and units to acquaint themselves better with police personnel and procedures;
6. With the approval of the chief of police, and when circumstances permit, providing counsel to sworn and non-sworn members during disciplinary proceedings.

Counseling through a police chaplain shall be available to all members upon their individual requests. When desired, ranking officers shall assist members seeking this service. The request can be made either through the Chaplain Corps during normal business hours or through the Notification and Crime Reporting Section during other times.

**101.5 - 2.3 Junior Police Cadet Corps**

The Junior Police Cadet Corps is responsible for the following:

1. Developing and overseeing the Junior Police Cadet program;
2. Recruiting qualified high school students for employment with the program;
3. Providing training programs for student participants;
4. Supervising student participants at work sites;
5. Monitoring and evaluating each student's progress within the program;
6. Providing assistance to senior citizens through the Senior Citizen Escort Program.



## 101.5 - 2.4 Police Athletic League

The Police Athletic League (PAL) has the responsibility of initiating and carrying out programs designed to promote good relations and communication between young people and police officers. This is accomplished through a variety of organized sports, career development, and educational programs.

## 101.5 - 2.5 Tactical Operations Section

The Tactical Operations Section is responsible for the following:

1. Assigning and coordinating personnel drawn from the various commands of the department as the need arises;
2. Planning, coordinating and assigning personnel for special events such as visiting dignitaries, heads of state or their representatives, conferences, conventions, and any other occurrence that falls under the jurisdiction of the Detroit Police Department that would necessitate central planning, security or other tactical arrangements that would not routinely be provided by existing commands;
3. Planning, coordinating and assigning personnel for recurring events, such as major parades, ethnic festivals, International Freedom Festival, the Michigan State Fair and all primary, general and special elections;
4. Analyzing, acquiring and assigning of personnel to proper coverage of spontaneous events such as major demonstrations, rallies or incidents involving hazardous materials;
5. Coordinating and supervising preparations for military type department funerals and other large funerals that would present a traffic or security problem, as directed by proper authority;
6. Developing and updating the department's tactical disorder and control manuals, updating the emergency mobilization plan, and programming normal police activities based upon analysis of crime statistics;
7. Preparing and updating of the headquarters alarm system;
8. Responding to and/or establishing liaison with other jurisdictions experiencing civil disorders, disasters or other unusual occurrences;
9. Maintaining an ongoing liaison with federal, state, county and other local jurisdictions regarding all matters of mutual concern;
10. Planning, supervising and critiquing the operation of the department command post;
11. Providing personnel to staff the headquarters command post and assist command officers with the operation of field command posts; coordinate activities with the Office of Civil Defense Operations;
12. Providing assistance to precinct commanders in updating field command post sites and equipment, including records, reports and tactical maps as needed;
13. Supervising and maintaining emergency mobilization and command post equipment and devising and maintaining all plans relative to the operation of the Mayor's command post;
14. Securing and maintaining current maps and floor plans of the City-County Building, Cobo Hall, Ford Field, Comerica Park, Joe Louis Arena, and any other areas which may be of tactical value in an emergency situation;
15. Securing and maintaining current freeway maps, and maps of other main arteries providing ingress and egress to the metropolitan area, including Detroit City Airport and adjacent areas;
16. Staffing the mobile command post van for all pre-scheduled special events, or whenever directed by an appropriate department executive officer;
17. Establishing and maintaining contact with Interpol in kidnapping/hostage situations, and preparing the CRIGEN/OT forms;
18. Coordinating all petitions to the City Council requesting police service(s);
19. Coordinating all requests for the Department Honor Guard or for the Department Color Guard.

## 101.5 - 3 Deputy Chief of the Customer Service Zone East

The deputy chief of Customer Service Zone East is responsible for the efficient and proper operations of the following:

1. First Precinct;
2. Gaming Operations;
3. Special Operations Section (SOS).
4. Third Precinct;
5. Fifth Precinct;
6. Seventh Precinct;
7. Harbormaster Unit;
8. Ninth Precinct;
9. Eleventh Precinct;
10. Thirteenth Precinct

## 101.5 - 3.1 Office of Customer Service Zone East Deputy Chief

The staff of the Customer Service Zone East Deputy Chief is responsible for the following:

1. Providing direct assistance to the deputy chief of Customer Service Zone East;
2. Assisting the deputy chief in coordinating the activities of all the precincts and other entities organizationally attached to the Bureau.

#### 101.5 - 4 Deputy Chief of the Customer Service Zone West

The deputy chief of Customer Service Zone West is responsible for the efficient and proper operations of the following:

1. Second Precinct;
2. Fourth Precinct;
3. Sixth Precinct;
4. Eighth Precinct;
5. Tenth Precinct;
6. Twelfth Precinct.

#### 101.5 - 4.1 Office of Customer Service Zone West Deputy Chief

The Office of Customer Service Zone West Deputy Chief is responsible for providing direct assistance to the deputy chief of Customer Service Zone West, and for assisting the deputy chief in coordinating the activities of all the precincts organizationally attached to the Bureau.

#### 101.5 - 5 Precinct operations

A precinct is responsible for providing the general police services including, but not limited to, the following:

1. Preventing crime;
2. Apprehending offenders;
3. Recovering stolen property;
4. Enforcing laws and ordinances;
5. Performing miscellaneous services e.g., operation of detention facilities, rescue operations, etc., within its boundaries.

#### 101.5 - 5.1 Investigative Operations Unit (IOU)

The precinct IOU conducts criminal investigations of crimes committed within the precinct and is responsible for the following functions:

1. Responding to crime scenes to initiate preliminary and continuing investigations;
2. Conducting and directing the investigation and the gathering of related evidence;
3. Initiating investigations utilizing knowledge of crime patterns;
4. Recovering and processing stolen property;
5. Conducting live or photo show-ups;
6. Apprehending wanted persons;
7. Interrogating and processing prisoners;
8. Preparing cases for presentation to the prosecutor;
9. Assisting the prosecutor through each step of the judicial process;
10. Testifying in court;
11. Updating precinct mug files, precinct arrest files, and precinct interrogation forms;
12. Maintaining related files and records;
13. Forwarding copies of Preliminary Complaint Records (PRC) to specialized investigative sections having dual or primary responsibility with the precinct;
14. Establishing liaison with other commands and law enforcement agencies upon receipt of dual responsibility cases;
15. Forwarding copies of offense reports on dual responsibility cases to the appropriate, specialized investigative section;
16. Maintaining method of operation, known perpetrator and mug photo files for dual assignment cases received.

#### 101.5 - 5.2 Investigative Operations Desk

The investigative operations desk, headed by a lieutenant or sergeant, administers the precinct IOU.

This desk is responsible for the following functions:

1. Assigning case work to investigators;
2. Supervising office operations and field investigators;
3. Processing related communications from and to other department commands and outside agencies;
4. Processing walk-in complaints;
5. Requesting evidence technicians;
6. Preparing related reports;
7. Reviewing official complaint records submitted by investigators.

#### 101.5 - 5.3 Precinct administrative staff

The precinct administrative staff is commanded by a lieutenant and is composed of police and non-sworn members who serve as the precinct commander's staff. The precinct administrative staff is responsible for the following functions:

1. Auditing precinct time keeping books for accuracy and completeness;
2. Updating personnel timekeeping cards;
3. Preparing various monthly timekeeping reports;
4. Maintaining precinct personnel files;
5. Processing correspondence;
6. Preparing department reports;
7. Performing typing duties;
8. Auditing the precinct gun book and property book for accuracy and completeness;
9. Monitoring maintenance personnel;
10. Administering the flow of property to and from the Property and Evidence Section;
11. Maintaining vehicles;
12. Conducting in-service training programs within the precinct;
13. Maintaining liaison with the DMPA;
14. Identifying and correcting deficiencies in any member's skills;
15. Compiling and analyzing traffic statistics for the precinct;
16. Maintaining precinct accident statistics and making recommendations suggested by those statistics;
17. Distributing literature pertaining to traffic laws and ordinances.

#### 101.5 - 6 Miscellaneous precinct functions

##### 101.5 - 6.1 Crime analysis and prevention

Personnel assigned to the precinct crime analysis and prevention function are responsible for the following:

1. Maintaining and updating precinct crime statistics;
2. Maintaining liaison with the precinct IOU, the Records and Identification Section and Crime Analysis;
3. Publishing and disseminating crime information bulletins for use by precinct personnel and other interested persons.

##### 101.5 - 6.2 Community service

Personnel assigned to the precinct community service function are responsible for the following:

1. Promoting community relations efforts;
2. Organizing and conducting community relations meetings within the precinct;
3. Providing feedback to precinct executives;
4. Coordinating civilian radio patrol units;
5. School Officers.

##### 101.5 - 6.3 Precinct school officers

The precinct school officers operate on platoon two and are responsible for the following functions:

1. Patrolling all schools within the precinct during the school year;
2. Responding to disturbances at schools;
3. Speaking publicly before school and parent audiences upon request of proper authority and in liaison with the precinct community service function;
4. Patrolling public parks within the precinct;
5. Performing routine patrol as motorized beat patrol officers;
6. Supplementing precinct special detail cars;
7. Updating the precinct business index files.

**101.5 - 7 Assistant Chief Investigations Portfolio**

The assistant chief, Investigations Portfolio exercises operational command over the Central Services Bureau. The assistant chief, Investigations Portfolio shall ensure all commands within this Portfolio maintain the organizational structure established by the chief of police and operate in a manner consistent with department directives.

The assistant chief, Investigations Portfolio shall assume any other duties or responsibilities which may be delegated by the chief of police or which are set forth in department directives. The Violent Crimes Task Force Unit reports directly to the assistant chief, Investigations Portfolio.

**101.5 - 7.1 Violent Crimes Task Force Unit**

The primary responsibility is to work on in coordination with other specialized units, precincts, and other agencies to arrest and prosecute individuals that commit violent crimes.

**101.5 - 8 Deputy Chief of the Central Service Bureau**

The deputy chief of the Central Service Bureau is responsible for the efficient and proper operations of the following:

1. Major Crimes Division;
2. Organized Crimes and Gangs Division;
3. Metropolitan Division.

**101.5 - 8.1 Office of the Deputy Chief of the Central Service Bureau**

The Office of the Central Services Bureau Deputy Chief is responsible for providing direct assistance to the deputy chief of the Central Services Bureau, and for assisting the deputy chief in coordinating the activities of all entities organizationally attached to the bureau.

**101.5 - 9 Major Crimes Division**

The Major Crimes Division is responsible for the following:

1. Court Unit;
2. Special Services Section.

**101.5 - 9.1 Court Unit**

The Court Unit represents the Detroit Police Department in 36th District Court at the following judicial hearings:

1. Felony;
2. Misdemeanor arraignments;
3. Misdemeanor trials;
4. Preliminary examinations.

The Court Unit is responsible for the following:

1. Providing courtroom security to the judges and magistrates in both the Criminal and Traffic Division of the 36th District Court;
2. Maintaining police details at the 36th District Court for the administration and control of court appearance record keeping;
3. Processing misdemeanor warrants from the 36th District Court, Traffic and Ordinance Division;
4. Making necessary Law Enforcement Information Network (LEIN) cancellations;
5. Operating a 24 hour traffic warrant verification detail at 36th District Courts Traffic and Ordinance Division;
6. Maintaining a liaison with the Wayne County Prosecutor's office, the administrative office of the 36th District Court, and the administrative office of the Third Circuit Court Criminal Division;
7. Representing the department at all meetings scheduled with the above entities and resolving any conflicts that may arise;
8. Implementing new systems dictated by the courts which affect the department;
9. Processing Crime Victim Compensation Act claims for offenses that occur in the city of Detroit;
10. Serving as the central accounting operation for recovering costs incurred in complying with orders of discovery issued by the courts;
11. Processing orders of discovery requesting 911 and dispatch tapes;
12. Monitoring and processing felony capiases (bench warrants) issued by the court;
13. Maintaining updated bulletins and directives regarding current court procedures and policies that affect

department practices and guidelines;

14. Acting in an advisory capacity to all members of the department with court related inquiries and problems.

#### 101.5 - 9.2 Special Services Section

This section ensures that a cohesive coordinated investigative effort between the precincts and specialized units of the Major Crimes Division is achieved. The Special Services Section may assume responsibility for the investigation and prosecution of those cases in which the precinct of occurrence has a dual assignment with the specialized unit; and the investigation indicates central control is necessary or the scope of the operation has been established as citywide. The specialized unit having dual assignment with the precinct of occurrence shall have the ultimate responsibility for determining assignment and jurisdiction.

Specialized units of the Special Services Section shall be responsible for the preparation of the official complaint record in all cases where they have retained primary jurisdiction. The specialized unit shall also be responsible for maintaining centralized files on methods of operations; known perpetrators/mug photos, and coordinating information with other commands/law enforcement agencies regarding matters under their jurisdiction. The Special Services Section includes the following:

1. Armed Robbery Unit;
2. Sex Crime Unit;
3. Child Abuse Unit;
4. Domestic Violence Unit;
5. Property Crimes Unit;
6. Cyber Crimes Unit.

#### 101.5 - 9.3 Armed Robbery Unit

The Armed Robbery Unit is responsible for the following:

1. Primary responsibility for investigation and prosecution of all federally insured financial institutions, armored cars, and bank messenger robberies or extortions;
2. Primary responsibility for the investigation and prosecution of all threats to public officials, excluding police officers;
3. Dual assignment with the precinct of occurrence for the investigation and prosecution of all persons responsible for kidnapping;
4. The Armed Robbery Unit will be responsible for parental kidnappings only when imminent danger exists to the child. If at the time of notification to the Armed Robbery Unit, the complainant has been recovered, and/or there is no imminent danger to a child involved in a parental kidnapping, the assignment will remain with the precinct of occurrence;
5. Dual assignment with the precinct of occurrence for the investigation and prosecution of all persons responsible for extortion and its attempt;
6. Dual assignment with the precinct of occurrence for all armed robberies except federally insured financial institution robberies; and Maintaining a 24 hour desk operation that shall receive notification, coordinate the investigative response, and/or determine the assignment of the following:
  - a. All armed robberies;
  - b. All kidnapping and extortion;
  - c. All financial institution robberies and extortion;
  - d. All prisoners arrested in connection with the above categories;
  - e. All serious missing persons.

#### 101.5 - 9.4 The Sex Crime Unit

The Sex Crime Unit is responsible for the following:

1. Primary responsibility for the investigation, apprehension, and prosecution of felony and misdemeanor offenses defined under the Criminal Sexual Conduct Statute;
2. Primary responsibility for the investigation and prosecution of all assault and battery with sex intent offenses and all indecent exposure offenses;
3. Primary responsibility for reporting the Modus Operandi Section of the Michigan State Police information on Form RI-73 regarding persons against whom a warrant has been issued in all sexually motivated crimes in

accordance with Act No. 132, PA 1955.

In addition the Sex Crimes Unit shall maintain a 24-hour desk operation that shall be responsible for the following:

1. Receiving immediate notification from responding units at the scene or police run locations of all sexually motivated crimes;
2. Determining the medical needs of the victims;
3. Dispatching Sex Crime Unit personnel to proceed to the scene;
4. Ordering necessary support units to the scene;
5. Initiating necessary related case drafts and information write-ups;
6. Determining disposition of witnesses, evidence, and prisoners, referring those sex motivated crimes not to be retained by the unit to the precinct Investigative Operations Unit.

#### 101.5 - 9.5 Child Abuse Unit

The Child Abuse Unit shall be responsible for the following:

1. Primary responsibility for investigating and prosecuting violations of child abuse and neglect statutes;
2. Primary responsibility for processing children conveyed to the Child Abuse Unit by police officers for protective custody cases;
3. Referring those cases not under the jurisdiction of the Child Abuse Unit to the appropriate precinct or section;
4. Receiving case reports from the Homicide Section on accidental child deaths and having dual assignment with the Homicide Section until a final disposition is made and approved by the appropriate authority within the Homicide Section;
5. Investigating cases of contributing to the delinquency of a minor.

Maintaining a 24-hour desk operation, supplemented by personnel from the Sex Crime Unit, that shall be responsible for the following:

1. Receiving immediate notification from units at the scene of any suspected child abuse and/or neglect;
2. Receiving immediate notification from units at the scene where a child is found whose surroundings are such as to endanger the child's health, morals or welfare;
3. Determining the disposition of children, witnesses, and evidence; referring those child related crimes not to be retained by the unit to the appropriate precinct or command.

#### 101.5 - 9.6 Cyber Crimes Unit

The primary responsibility of the Cyber Crimes Unit is to enforce laws governing the investigation and prosecution of offenses committed via the use of electronic systems and equipment. Members of this operation will conduct computer forensics of equipment that is seized or involved in alleged criminal offenses.

#### 101.5 - 9.7 Property Crime Unit

The Property Crime Unit is responsible for the following:

1. Investigating and prosecuting all cases classified as uttering and publishing of counterfeit checks, money orders, withdrawal slips and other negotiable instruments, as well as all credit card crimes involving multiple use of nationally circulated credit cards;
2. Investigating and prosecuting all cases classified as uttering and publishing (stolen, forged, counterfeit, or altered; checks, withdrawal slips and other negotiable instruments, as well as all financial transaction devices, initiated by an area financial institution;
3. All conspiracies to violate the uttering and publishing and counterfeiting statutes;
4. Investigating and prosecuting all embezzlements, larcenies and frauds within city departments, crimes perpetrated by city employees (other than police officers) in the performance of city duties and crimes committed by persons impersonating city employees;
5. Investigation and prosecution of confidence operations (pigeon drop, film flim and fake bank examiner cases);
6. Investigation and prosecution of all embezzlements and larcenies by conversion involving major corporations and institutions;
7. Investigation and prosecution of all crimes under the Michigan Compiled Laws Identity Theft Statute.

#### 101.5 - 9.8 General Assignment Unit

The General Assignment Unit is responsible for the following:

1. Primary responsibility for investigating and prosecuting all bombings, possession of explosives, and bomb threat cases;
2. Primary responsibility for investigating biochemical threat cases and acting as department liaison with the federal authority responsible for the investigation when it is determined that biochemical agents are present;
3. Primary responsibility for the investigation and prosecution of all impersonation of police officer cases which are not committed incidental to other offenses, fraudulent solicitation for police magazines, charities and other police related functions;
4. Dual assignment with the precinct of occurrence for the investigation and prosecution of crimes involving cable fraud, cellular phones, and Board of Education fraud and theft;
5. Dual assignment with the precinct of occurrence for the investigation and prosecution of crimes resulting from labor disputes, and primary responsibility for maintaining liaison with labor and management on problems likely to effect essential services;
6. Dual responsibility with the precinct of occurrence for all major thefts, burglaries, hijackings and in all instances where property taken is unique, rare, or of a value of \$5,000.00 or more;
7. Dual responsibility with the precinct of occurrence for violations of state law.

#### 101.5 - 9.9 Extradition Detail

The Extradition Detail is responsible for the processing of all persons arrested within the city of Detroit who are wanted for a felony by a jurisdiction outside the state of Michigan.

#### 101.5 - 9.10 Fire Department Arson Unit

The Fire Department Arson Unit has the primary responsibility for investigation and prosecution of arson cases. Generally, this unit receives assignments from the Detroit Fire Department and focuses on cases involving:

1. Repeat offender;
2. Fraudulent intent;
3. Great property loss;
4. Professional arsonists.

#### 101.5 - 9.11 Task Force Administration Section

The primary responsibility of the Task Force Administration Section is to coordinate specialized units, state and federal law enforcement agencies as needed in order to maximize enforcement of criminal activity.

#### 101.5 - 9.12 Central Services Surveillance Unit

The Central Services Surveillance Unit is responsible for the following:

1. Conducting covert observation of places, persons and vehicles to obtain information concerning the identities or activities of criminal suspects;
2. The unit conducts surveillance only on suspects known or suspected of being involved in criminal activities.

#### 101.5 - 9.13 Homicide Section

The Homicide Section shall maintain primary responsibility and control of all homicide investigations with the authority for determining assignment. The Homicide Section is responsible for all Homicides originating in the city of Detroit and the following:

1. Primary responsibility for the initial investigation of any critical assault or injury, other than traffic;
2. Once the complainant appears to be out of danger of death, these cases, in most instances, shall revert to the precinct for prosecution;
3. Primary responsibility for investigation of police officers shot, injured or fatally wounded while on or off-duty;
4. Primary responsibility for the investigation of all other police agencies shootings resulting in an injury or fatality sustained or inflicted by a member of another agency originating in the city limits of Detroit;
5. Primary responsibility for investigation and prosecution for criminal abortions;
6. Dual responsibility, along with the precinct of occurrence, for the initial investigation of all nonfatal injuries sustained by law enforcement officers, with the exception of traffic accidents;
7. Dual responsibility, along with the Child Abuse Unit, for the investigation of child deaths, which may have been caused by neglect by the person responsible for the child's health and welfare, including those cases listed by the

Medical Examiner as accidental. The Homicide Section shall retain responsibility for approving the final disposition.

The Homicide Section shall maintain a 24-hour homicide desk operation that shall receive immediate notification from responding units at the scene or run location regarding the following incidents:

1. All homicides;
2. All serious assaults, critical assaults, or injuries other than traffic, when the victim is in danger of death;
3. All suicides and attempted suicides;
4. All suicides of all active sworn members;
5. All shootings (including all police involved shootings);
6. All criminal abortions;
7. All critical injuries sustained by citizens or department members through police action;
8. Deaths of active sworn members and their families;
9. Deaths of retired department members;
10. Deaths of active non-sworn personnel or their immediate family members;
11. Deaths of active Detroit Police Reserves;
12. Deaths of prominent persons within the city of Detroit;
13. All persons arrested in connection with the above categories.

Following notification the Homicide Section Desk shall ensure the following:

1. Dispatching homicide personnel to proceed to the scene;
2. Ordering necessary support units to the scene;
3. Coordinating investigative efforts;
4. Initiating necessary information write-ups;
5. Determining disposition of evidence and prisoners.

#### 101.5 - 9.14 Commercial Auto Theft Unit

The Commercial Auto Theft Unit is responsible for the following:

1. The Commercial Auto Theft Unit shall maintain primary responsibility and control of all investigations of organized vehicle theft rings, carjackings, chop shops, insurance frauds involving motor vehicles, and arrest of subjects for violation and possession of stolen motor vehicle. This section also maintains centralized files on those crimes within its jurisdiction;
2. The Commercial Auto Theft Unit shall be responsible for the preparation of the official complaint record in all cases in which they have jurisdiction;
3. Investigating and prosecuting all organized vehicle theft rings;
4. Identifying vehicles with altered or missing vehicle identification numbers;
5. Investigating used auto dealers, used auto parts dealers, and used auto parts and wrecking dealer license applicants;
6. Inspecting the above licensees operating within the city of Detroit;
7. Performing other related duties as may be delegated by proper authority.

#### 101.5 - 10 Organized Crime and Gang Division

The Organized Crime Unit reports directly to the Organized Crime and Gang Division that is also responsible for the following:

1. Narcotics Conspiracy Section;
2. Narcotics North-West Section;
3. Narcotics South-East Section;
4. Gang Enforcement Section;
5. Vice Section.

#### 101.5 - 10.1 Organized Crime Unit

The primary responsibility of the Organized Crime Unit is to investigate offenses such as, but not limited, to corruption, extortion, bribery, racketeering, as well as syndicate involved activities.

The Organized Crime Unit shall maintain and manage documents and reports on organized crime activity, as well as coordinate with the appropriate federal and state authorities. If a member encounters activity, which they believe may be related to organized crime, they shall complete an informational Preliminary Complaint Record



(PCR) and forward it to the Organized Crime Unit for further investigation.

#### 101.5 - 10.2 Narcotics Conspiracy Section

The Narcotics Conspiracy Section is responsible for coordinating and directing the department's efforts to enforce the Controlled Substance Act by investigating, apprehending, and prosecuting persons for violations of the Act. This section also assists in the analysis, proper storage, security, and destruction of confiscated controlled substances as well as maintaining a liaison with other local, state and federal agencies.

The Narcotics Conspiracy Section is responsible for the enforcement of the provisions of the Controlled Substances Act as they pertain to lower echelon violators (e.g., narcotic houses, visible traffickers, etc.) and as it pertains to middle and upper echelon violators (e.g., procurers, distributors, financiers, etc.) throughout the entire city. The Narcotics Conspiracy Section includes:

1. Conspiracy West Unit;
2. Conspiracy East Unit;
3. Intelligence Unit;
4. Surveillance Unit;
5. 224-DOPE Unit;
6. Compliance Squad;
7. Transportation Interdiction;
8. Multi-jurisdictional Task Forces (Drug Enforcement Administration, Federal Bureau of Investigation, Western Wayne Task Force).
9. Prisoner Processing Unit;
10. Forfeiture Unit.

#### 101.5 - 10.3 Prisoner Processing Unit

The Prisoner Processing Unit is responsible for evaluating arrests for violations of the Controlled Substances Act made by members not assigned to the Narcotics Conspiracy Section, and for preparing all necessary court documents necessary for prosecution.

This unit is also responsible for the preliminary analysis of court related evidence, and shall remain operational 24 hours daily, seven days a week.

#### 101.5 - 10.4 Forfeiture Unit

The Forfeiture Unit has the responsibility for the following:

1. Receiving and processing all petitions for the confiscation of properties and/or monies seized in accordance with the provisions of the current state of Michigan Forfeiture Acts;
2. Processing of all requests made by department entities for revenue sharing under the forfeiture provisions of the Federal Comprehensive Crime Control Act of 1984;
3. Maintaining response teams that are able to respond to Narcotics Conspiracy Section and Commercial Auto Theft Unit raid scenes, as well as any scene where issues of forfeiture are in need of immediate resolution.

#### 101.5 - 10.5 Gang Enforcement Section

The Gang Enforcement Section includes the DDOT Unit and is responsible for the following:

1. Investigating and monitoring organized youth crime activity;
2. Providing patrol security for the department of transportation;
3. Monitoring and analyzing youth crime data to provide information and assistance to other commands.
4. Identifying and patrolling areas of high gang activity;
5. Identifying active criminal gangs and gang leaders, and securing criminal warrants in Probate and 3rd Circuit Court;
6. Compiling, analyzing and disseminating all pertinent information relating to youth gang problems, youth criminal activity, and other youth problems of a serious nature;
7. Primary responsibility for investigating all organized youth crime activity as outlined in juvenile procedures;
8. Coordinating police activities at the scene of serious youth crimes for which they have primary responsibility. This shall include taking charge and directing police efforts when necessary;
9. Deploying both uniformed and plainclothes personnel as needed to respond to planned youth events that have

the potential for youth criminal problems;

#### 101.5 - 10.6 DDOT Unit

The DDOT Unit of the Gang Enforcement Section is responsible for ensuring the safety of citizens on city of Detroit busses, in and around city of Detroit bus depots and streets, or as otherwise directed.

#### 101.5 - 10.7 Vice Section

The Vice Section consists of the Vice Enforcement Unit, Public Vehicle Unit and the Liquor License Unit.

#### 101.5 - 10.8 Vice Enforcement Unit

The Vice Enforcement Unit is responsible for the following

1. Enforcement of all laws pertaining to prostitution, obscenity, illegal liquor activity (sales and consumption) and illegal gambling activity;
2. Enforcement of the applicable city ordinances relating to hotels/motels, rental halls, scalping, massage parlors, cabarets, and adult entertainment venues;
3. Conducts routine inspections of licensed liquor establishments within the city to ensure compliance with city ordinances, state law, and Michigan Liquor Control Commission (MLCC) rules and regulations.

#### 101.5 - 10.9 Public Vehicle Unit

The Public Vehicle Unit is responsible for the following:

1. Investigating and approving license applications of parking lot operators, attendants, and public service owners and operators, and licenses for Cabaret D Entertainment;
2. Maintaining a file of all parking lot employees and public service vehicle owners and operators, and Cabaret D Entertainers.

#### 101.5 - 10.10 Liquor License Unit

The Liquor License Unit is responsible for the following:

1. Investigating all applications for liquor licenses including transfers of licenses, changes in partnerships, requests for additional bar permits, and licensees wishing to transfer location;
2. Investigating current licenses when it appears that the license may have been obtained fraudulently or where hidden ownership is suspected;
3. Maintaining complete records of all Michigan Liquor Control Commission licensees in the city, all changes and transfers of licenses, and all violation complaints and disposition made against licensees;
4. Reviewing all recommendations, complaints, and other correspondence with the Michigan Liquor Control Commission for form and compliance with the law and the rules of the commission;
5. Processing applications for dance, entertainment, and dance entertainment permits, bowling lane concourse applications, official food and bowling permits, outside service permits, and living quarters permits;
6. Conducting all Michigan Liquor Control Commission surveys and those requested by the City Council of the city of Detroit;
7. Representing the department at all Michigan Liquor Control Commission appeal hearings and at all meetings or hearings on matters relating to liquor licensed establishments;
8. Processing entertainers' identification cards as described in the city ordinance governing cabaret establishments.

#### 101.5 - 11 Metropolitan Division

The Metropolitan Division constitutes the department's mobile strike force. Personnel assigned to the Metropolitan Division are specially trained and equipped, capable of providing a rapid, organized, and efficient response to civil disorder, and any high-risk tactical situation. The Metropolitan Division includes the Special Response Team and the Aviation Unit that reports directly to it and the following sections:

1. Tactical Services Section;
2. Housing Support Section;
3. Mobile Support Section.

#### 101.5 - 11.1 Special Response Team

The Special Response Team's primary mission is to respond to incidents, such as barricaded persons or hostage situations, where disciplined team work, specialized equipment and tactical skills are required to deal with and resolve law enforcement incidents that are high risk in nature.

#### 101.5 - 11.2 Aviation Unit

The Aviation Unit provides aerial patrol support utilizing department aircraft. The Aviation Unit is responsible for the training of department flight personnel, and the maintenance of department aircraft.

The Aviation Section is responsible for the following:

1. Providing aerial crime and traffic patrols;
2. Providing overt and covert surveillance;
3. Providing emergency search and rescue;
4. Providing emergency medical evacuation;
5. Providing aerial illumination;
6. Providing air support for vehicular pursuits;
7. Providing aerial photography platform;
8. Transportation of department and city officials in exigent business.

#### 101.5 - 11.3 Tactical Services Section

Tactical Services Section is a crime prevention and crowd control force and operates as assigned by proper authority.

1. Personnel of this section operate and maintain the emergency prisoner bus, the Mobile Command Post and hostage negotiation equipment;
2. Specialized functions within the section include K-9 Unit, and Hostage Negotiation Team.

#### 101.5 - 11.4 Housing Support Section

The Housing Support Section provides directed patrol on designated public housing property to enhance the safety and security of public housing residents. The Housing Support Section is responsible for the following:

1. Providing dedicated mobile and foot patrol of public housing property;
2. Providing vertical foot patrol of multi-story public housing buildings;
3. Interacting and coordinating security services with resident monitors, resident monitor supervisors, and housing security guards;
4. Maintaining dialogue with residents, particularly senior citizens, so as to be responsive to the needs of housing tenant.

#### 101.5 - 11.5 Mobile Support Section

The Mobile Support Section includes the Traffic Enforcement Unit, Traffic Administration Unit, Traffic Safety Unit, Weights and Measures Unit, and Mounted Unit.

#### 101.5 - 11.6 Traffic Enforcement Unit

The Traffic Enforcement Unit is responsible for the following:

1. Staffing selective surface assignments;
2. Training unit personnel in effective accident investigation;
3. Utilizing the capabilities of computerized traffic records for assignment of personnel by identifying high accident locations;
4. Investigating accidents and issuing traffic citations at the scene of accidents;
5. Serving as military honor guard at department funerals.

#### 101.5 - 11.7 Traffic Administration Unit

The Traffic Administration Unit is responsible for the following:

1. Maintaining a liaison with the Michigan Secretary of State License Appeal Board;
2. Performing follow-up investigations on accident reports prepared by members not assigned to accident cars;
3. Maintaining liaison with outside traffic agencies;
4. Reviewing accident reports involving police officers;
5. Reviewing all minor hit and run accidents for the purpose of issuing ordinance violation notices and prosecution in court.

**101.5 - 11.8 Traffic Safety Unit**

The Traffic Safety Unit is responsible for the following:

1. Conducting traffic safety education programs for children in and around public and parochial schools;
2. Hiring, training, and supervising civilian crossing guards;
3. Maintaining a centralized file and time keeping records of all civilian crossing guards;
4. Making recommendations to the Department of Transportation regarding the placement of traffic control devices at schools and school crossings;
5. Attending community group and P.T.A. meetings to disseminate information and literature relating to traffic safety;
6. Investigating railroad crossing complaints and issuing ordinance violation notices once a preliminary complaint record has been prepared.

**101.5 - 11.9 Weights and Measures Unit**

The Weights and Measures Unit goal is to provide a level field of competition for merchants to conduct their business and seek to ensure no monetary injury to buyer or seller in commercial transactions. This is accomplished by testing the accuracy of a variety of linear measures (e.g., taxi cab meters, etc.)

**101.5 - 11.10 Mounted Unit**

The Mounted Unit is responsible for the following:

1. Providing specialized patrol (mounted, motorized and foot) of public parks within the central business district, the convention area, Renaissance Center area, and major parks as assigned;
2. Controlling vehicular and pedestrian traffic;
3. Enforcing parking, pedestrian, and other related ordinances to expedite the movement of traffic;
4. Serving as part of the department's emergency strike force when so ordered.

Chapter 101.5 Operations Portfolio



## Detroit Police Web Manual v2

**DIRECTIVE  
101.6  
PERSONNEL BUREAU**

**101.6 - 1 POLICY**

Under the direction of the director of personnel, the Personnel Bureau is responsible for maintaining complete and adequate personnel records on all members; processing all personnel matters; recruiting new members, and administering and securing promotional examinations;

**101.6 - 2 Staff - Director of Personnel**

The staff for the director of personnel is responsible for providing direct assistance to the director to ensure the efficient administration of the bureau.

**101.6 - 3 Personnel and Recruiting Section**

The Personnel and Recruiting Section maintains personnel records and files, provides personnel services to department members, and secures and administers promotional examinations. Additionally, as the department's Equal Employment Opportunity Coordinator, the commanding officer of the Personnel and Recruiting Section receives and investigates complaints of discrimination or harassment on the basis of race, sexual orientation, gender, creed, or national origin. The Personnel and Recruiting Section includes the Police Personnel Unit, and Recruiting Unit.

**101.6 - 3.1 Police Personnel Unit**

The Police Personnel Unit is responsible for maintaining complete and adequate personnel records of all sworn personnel assigned to the department and for processing all personnel matters including assignments, transfers, promotions, demotions, retirements and terminations.

In addition, this unit is responsible for the following:

1. Keeping an accurate count of all vacancies in the rank of sergeant and above for promotional purposes;
2. Preparing, numbering, and distributing all department citations and awards;
3. Processing identification cards;
4. Maintaining "off the force" files;
5. Processing tuition refunds for members;
6. Processing claims for federal benefits arising from the injury or death of a member;
7. Preparing personnel orders announcing funerals, promotions, etc.;
8. Handling the clearance of all members leaving the department;
9. Assisting with hospitalization and insurance coverage;
10. Maintaining an accurate listing of all department badges as well as issuing and replacing badges;
11. Maintaining promotional evaluation records of all members;
12. Preparing eligibility lists for promotional purposes;
13. Supervising the administration of the performance evaluation rating system.

**101.6 - 3.2 Recruiting Unit**

The Recruiting Unit is responsible for the recruiting, processing and investigation of all applicants for police employment.

In addition, the section is responsible for the following:

1. Administering entrance examinations;
2. Preparing lists for appointment.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**101.7**  
**JURISDICTION AND AUTHORITY**

## 101.7 - 1 PURPOSE

The purpose of this directive is to provide members with jurisdictional guidelines. However, nothing in this directive prevents the chief of police or the mayor from providing mutual aid to other jurisdictions if requested in appropriate circumstances.

## 101.7 - 2 Oath of Office

Upon graduation from the Detroit Metropolitan Police Academy (DMPA), and in order to assume sworn status, each new graduate shall be administered the oath of office by the chief of police or their designee. Each new officer swears or affirms to support the Constitution's of the United States and the state of Michigan, Law Enforcement Code of Ethics, comply with laws of the city of Detroit, and faithfully discharge the duties of police officer.

## 101.7 - 3 Geographic jurisdiction

Officers generally have jurisdiction only in the state or political subdivision of the state from where they derive their authority. Detroit officers have authority only in the city of Detroit. The following are statutory exceptions to this law:

## 101.7 - 4 With a warrant

"If any person against whom a warrant shall be issued for an alleged offense committed within any county, shall, either before or after the issuing of such warrant, escape from or be out of the county, the sheriff or other officers to whom such warrant may be directed, may pursue and apprehend the party charged, in any county of this state, and for that purpose may command aid and may exercise the same authority as in his own county, city or village." (M.C.L.A. 764.2)

## 101.7 - 4.1 In conjunction with

"Any peace officer of any county, city, village or township of this state may exercise authority and powers outside his own county, city, village or township when he is enforcing the laws of the state of Michigan in conjunction with the Michigan State Police, or in conjunction with a peace officer of the county, city, village, or township in which he may be, the same as if he were in his own county, city, village or township." (M.C.L.A. 764.2a)

## 101.7 - 5 Authority to pursue

101.7 - 5.1 Within the state "When any person has committed or is suspected of having committed any crime or misdemeanor within a city or village, or has escaped from any city or village prison, the officers of the city or village shall have the same right to pursue, arrest and detain such person without the city or village limits as the sheriff of the county." (M.C.L.A. 117.34 and 78.22)

## 101.7 - 5.2 By out state authorities

"Any member of a duly organized state, county or municipal peace unit of another state of the United States who enters this state in fresh pursuit, and continues within the state in fresh pursuit of a person in order to arrest him on the grounds that he is believed to have committed a felony in such other state, shall have the same authority to arrest and hold such person in custody as has any member of any duly organized state, county or municipal peace unit of this state, to arrest and hold in custody a person on the grounds that he is believed to have committed a

felony in this state." (M.C.L.A. 780.101)

#### 101.7 - 6 Hot pursuit authority

Michigan law grants authority to peace officers from other states to pursue, apprehend and arrest fleeing felons within the boundaries of the state of Michigan. Other states have similar laws which permit Michigan officers to pursue fleeing felons into their state; but, under no circumstances may a Detroit officer or any other American law enforcement officer pursue a suspect across the international border.

#### 101.7 - 6.1 Where authority ceases

The authority of a member of this department ceases at the international border, which, in the case of Canada and the United States, is the midpoint of the bridge or tunnel.

#### 101.7 - 6.2 Assistance from Canadian law enforcement agencies

Members of this department have always enjoyed an excellent working relationship with Canadian law enforcement agencies and the U.S. and Canadian Customs and immigration officials and are assured of their continued aid and cooperation. Members seeking assistance from those authorities are reminded that proper channels are open and available through the investigative commands of this department.

#### 101.7 - 7 Police action near city limits

Districts and commands have access to city maps that can be provided to patrolling areas abutting city limits. If an incident requires police service at or near the city limits and if after reference to city limit maps, officers are unable to make a proper determination as to the jurisdiction involved, the zone dispatcher shall guide them.

The commanding officer of each district that abuts city limits shall ensure a current map illustrating the city limits is prominently posted behind the district desk. If necessary the city engineer's office shall be consulted prior to seeking prosecution resulting from an incident occurring at such a location.

#### 101.7 - 7.1 Retaking prisoners

If a person is lawfully arrested and escapes or is rescued, the person from whose custody the person escaped or was rescued may pursue the person immediately and retake the person at any time and in any place within the state without a warrant. To retake the person escaping or rescued, the member pursuing may use the same force as was authorized for the original arrest.

#### 101.7 - 8 Use of Discretion

The policies and procedures of the Detroit Police Department are based on requirements contained by city, state, and federal governments, constitutional guarantees, court decisions, Law Enforcement Code of Ethics, the finest traditions of our employees, and the best practices of law enforcement.

Members are directed to adhere to departmental policies and procedures and to strive to use proper judgment and discretion in situations not specifically covered in this manual or other departmental policy. However, nothing in this manual is designed to suppress the use of common sense and sound police tactics.

#### 101.7 - 8.1 Deviation from policies

The Detroit Police Department recognizes that no policy or procedure can possibly cover every situation or scenario that may occur. Members may deviate from established policies and procedures when it is in the obvious best interest of the department. However, members shall bear in mind the following:

1. The necessity to deviate from established policy should rarely occur;
2. Members must be able to justify any deviation from policy;
3. Members, when time permits, should seek prior supervisory approval if they feel there is a justified need to deviate from a particular policy in the best interest of the department;
4. Members must immediately report deviations from policy to their supervisor as soon as possible.

**REV 02-08**





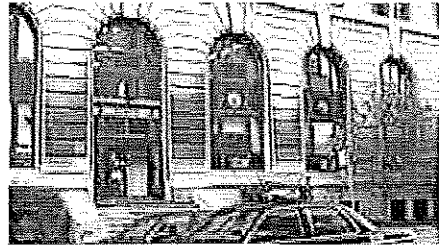
## Detroit Police Web Manual v2

### DIRECTIVE 101.8 PRECINCT BOUNDARIES

#### 101.8 - 1 PURPOSE

The purpose of this directive is to clearly outline precinct boundaries within the corporate limits of the city of Detroit, which consists of 139.6 square miles and divided into thirteen police precincts.

#### First Precinct



The First Precinct encompasses an area of 1.3 square miles and the station is located at 500 Clinton.

#### Boundaries

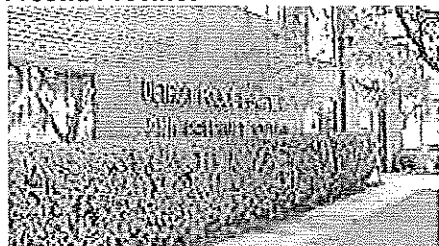
It is bounded on the west by the centerline of Cabacier from the Detroit River to Fort Street (including the imaginary line of Cabacier from the river to the roadway), by the centerline of Fort Street from Cabacier to the Lodge Freeway, and by the center median of the Lodge Freeway from Fort Street to the Fisher Freeway.

It is bounded on the north by the center median of the Fisher Freeway from the Lodge Freeway to the Chrysler Freeway.

It is bounded on the east by the center median of the Chrysler Freeway from the Fisher Freeway to Schweitzer Place and by the centerline of Schweitzer Place from the Chrysler Freeway to the Detroit River (including the imaginary line of Schweitzer Place from the roadway to the river).

The Detroit River bound it on the south from Schweitzer Place to Cabacier.

#### Second Precinct



The Second Precinct encompasses an area of 9.6 square miles and the station is located at 13530 Lesure.

#### Boundaries

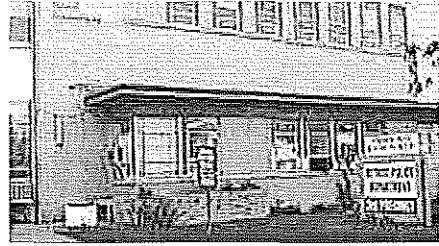
It is bounded on the west by the centerline of Greenfield from the city limits at Dearborn to Fenkell.

It is bounded on the north by the centerline of Fenkell from Greenfield to Wyoming, by the centerline of Wyoming from Fenkell to the Penn Central Railroad, and by the Penn Central Railroad from Wyoming to the Detroit Terminal Railroad but not including any Penn Central Railroad property.

It is bounded on the east by the Detroit Terminal Railroad from the Penn Central Railroad to the Jeffries Freeway, including all Detroit Terminal Railroad property, by the center median of the Jeffries Freeway from the Detroit Terminal Railroad to Livernois, by the centerline of Livernois from the Jeffries Freeway to the Chesapeake and Ohio Railroad, and by the Chesapeake and Ohio Railroad from Livernois to West Warren Avenue but not including any Chesapeake and Ohio Railroad property.

It is bounded on the south by the centerline of West Warren Avenue from the Chesapeake and Ohio Railroad to the city limits at Dearborn and by the city limits from West Warren Avenue to Greenfield.

**Third Precinct**



The Third Precinct encompasses an area of \_\_\_ square miles and the station is located at 2801 W. Vernor.

Boundaries (Changes to be made )

**Fourth Precinct (CLOSED)**

**Fifth Precinct**



The Fifth Precinct encompasses an area of 14.6 square miles and the station is located at 11411 E. Jefferson.

Boundaries

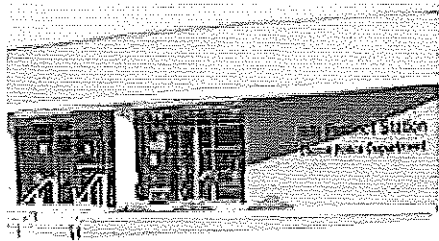
It is bounded on the west by the western boundary of Waterworks Park from the Detroit River to East Jefferson, by the centerline of East Jefferson from the western boundary of Waterworks Park to McClellan, and by the centerline of McClellan from East Jefferson to the Ford Freeway.

It is bounded on the north by the center median of Ford Freeway from McClellan to Chalmers, by the centerline of Chalmers from the Ford Freeway to Hayes, by the centerline of Hayes from Chalmers to Kelly Road, by the centerline of Kelly Road from Hayes to the city limits of Kingsville, and by the city limits at Harper Woods from Kelly Road to the Ford Freeway.

It is bounded on the east by the city limits from the Ford Freeway to the Detroit River.

It is bounded on the south by the Detroit River from the city limits at Grosse Pointe Park to the western boundary of Waterworks Park.

**Sixth Precinct**



The Sixth Precinct encompasses an area of 16 square miles and the station is located at 11450 Warwick.

Boundaries

It is bounded on the west by the city limits from West Warren Avenue to Fenkell.

It is bounded on the north by the centerline of Fenkell from the city limits at Redford to Greenfield.

It is bounded on the east by the centerline of Greenfield from Fenkell to the city limits at Dearborn.

It is bounded on the south by the city limits from Greenfield to Ann Arbor Trail.

**Seventh Precinct**



The Seventh Precinct encompasses an area of 13.6 square miles and the station is located at 3300 Mack.

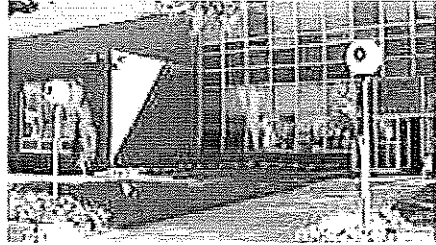
**Boundaries**

It is bounded on the west by the centerline of Schweitzer Place from the Detroit River to the Chrysler Freeway (including the imaginary line of Schweitzer Place from the roadway to the river), by the center median of the Chrysler Freeway from Schweitzer Place to the Grand Trunk Western Railroad, and by the Grand Trunk Western Railroad from the Chrysler Freeway to the city limits at Hamtramck but not including any railroad property.

It is bounded on the north by the Hamtramck city limits from the Grand Trunk Western Railroad to Miller Road, by the centerline of Miller Road from the city limits at Hamtramck to Van Dyke, by the centerline of Van Dyke from Miller Road to Grinnell, by the centerline of Grinnell from Van Dyke to Erwin, by the airport property line from Erwin to French Road, by the centerline of French Road from Grinnell to Gratiot, and by the centerline of Gratiot from French Road to Conner.

It is bounded on the east by the centerline of Conner from Gratiot to the Ford Freeway, by the center median of the Ford Freeway from Conner to McClellan, by the centerline of McClellan from the Ford Freeway to East Jefferson, by the centerline of East Jefferson from McClellan to the western boundary of Waterworks Park, and by the western boundary of Waterworks Park from East Jefferson to the Detroit River.

It is bounded on the south by the Detroit River from the western boundary of Waterworks Park to Schweitzer Place.

**Eighth**

The Eighth Precinct encompasses an area of 15.4 square miles and the station is located at 21400 Grand River.

**Boundaries**

It is bounded on the west by the city limits at Redford from Fenkell to West Eight Mile Road.

It is bounded on the north by the city limits on West Eight Mile Road from Five Points to the Lodge Freeway.

It is bounded on the east by the center median of the Lodge Freeway from the city limits at Southfield to Schaefer and by the centerline of Schaefer from the Lodge Freeway to Fenkell.

It is bounded on the south by the centerline of Fenkell from Schaefer to the city limits at Redford.

**Ninth Precinct**

The Ninth Precinct encompasses an area of 9.1 square miles and the station is located at 11187 Gratiot.

**Boundaries**

It is bounded on the west by the airport property line at Erwin from Grinnell to Lynch Road, by the airport property line at Lynch Road from Erwin to French Road, by the airport property line at French Road from Lynch Road to East McNichols, by the airport property line at East McNichols from French Road to East Outer Drive, by the centerline of East Outer Drive to East Seven Mile Road, by East Seven Mile Road at East Outer Drive to the Grand Trunk Western Railroad, and by the Grand Trunk Western Railroad to East Eight Mile Road.

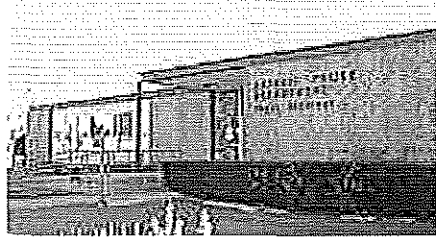
It is bounded on the north by the city limits on East Eight Mile Road from the Grand Trunk Western Railroad to Kelly Road.

It is bounded on the east by the centerline of Kelly Road from East Eight Mile Road to Hayes, by the centerline of

Hayes from Kelly Road to Chalmers, and by the centerline of Chalmers from Hayes to the Ford Freeway.

It is bounded on the south by the center median of the Ford Freeway from Chalmers to Conner, by the centerline of Conner from the Ford Freeway to Gratiot, by the centerline of Gratiot from Conner to French Road, by the centerline of French Road from Gratiot to Grinnell, and by the airport property line at Grinnell from French Road to Erwin.

#### Tenth Precinct



The Tenth Precinct encompasses an area of 7.5 square miles and the station is located at 12000 Livernois.

#### Boundaries

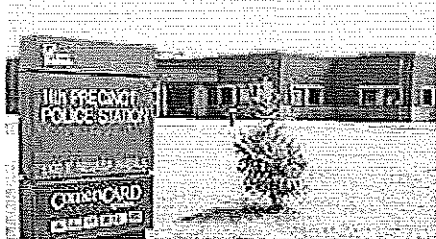
It is bounded on the west by the Chesapeake and Ohio Railroad from West Warren Avenue to Livernois, including all railroad property, by the centerline of Livernois from the Chesapeake and Ohio Railroad to the Jeffries Freeway, and by the center median of the Jeffries Freeway from Livernois to the Detroit Terminal Railroad.

It is bounded on the north by the Detroit Terminal Railroad from the Jeffries Freeway to the city limits at Highland Park but not including any railroad property.

It is bounded on the east by the Highland Park city limits from the Detroit Terminal Railroad to the Lodge Freeway at Webb, by the center median of the Lodge Freeway from the Highland Park city limits at Webb to Clairmount, by the centerline of Clairmount from the Lodge Freeway to Fourteenth Street, and by the centerline of Fourteenth Street from Clairmount to West Grand Boulevard.

It is bounded on the south by the centerline of West Grand Boulevard from Fourteenth Street to the Ford Freeway, by the center median of the Ford Freeway from West Grand Boulevard to West Warren Avenue, and by the centerline of West Warren Avenue from the Ford Freeway to the Chesapeake and Ohio Railroad.

#### Eleventh Precinct



The Eleventh Precinct encompasses an area of 15.9 square miles and the station is located at 5100 East Nevada.

#### Boundaries

It is bounded on the west by the centerline (median) of Woodward Avenue from the city limits at Highland Park to the city limits at Ferndale.

It is bounded on the north by the city limits on East Eight Mile Road from Woodward Avenue to the Grand Trunk Western Railroad.

It is bounded on the east by the Grand Trunk Western Railroad (but not including any railroad property) from East Eight Mile Road to East Seven Mile Road, by the centerline of East Seven Mile Road from the Grand Trunk Western Railroad to East Outer Drive, by the centerline of East Outer Drive from East Seven Mile Road to the airport property line at East McNichols, by the airport property line at East McNichols from East Outer Drive to French Road, by the airport property line at French Road from East McNichols to Lynch Road, by the airport property line at Lynch Road from French Road to Erwin, by the airport property line at Erwin from Lynch Road to Grinnell, by the centerline of Grinnell from Erwin to Van Dyke, and by the centerline of Van Dyke from Grinnell to Miller Road.

It is bounded on the south by the centerline of Miller Road from Van Dyke to the city limits at Hamtramck, and by the Hamtramck and Highland Park city limits from Miller Road to Woodward Avenue.



### Twelfth Precinct

The Twelfth Precinct encompasses an area of 11.5 square miles and the station is located at 1441 W. Seven Mile.

#### Boundaries

It is bounded on the west by the centerline of Schaefer from Fenkell to the Lodge Freeway and by the center median of the Lodge Freeway from Schaefer to the city limits at Southfield.

It is bounded on the north by the city limits on West Eight Mile Road from the Lodge Freeway to Woodward Avenue.

It is bounded on the east by the centerline of Woodward Avenue from the city limits at Ferndale to the city limits at Highland Park.

It is bounded on the south by the Highland Park city limits from Woodward Avenue to the Detroit Terminal Railroad by the Detroit Terminal Railroad from the city limits at Highland Park to the Penn Central Railroad, by the Penn Central Railroad from the Detroit Terminal Railroad to Wyoming, including all railroad property, by the centerline of Wyoming from the Penn Central Railroad to Fenkell, and by the centerline of Fenkell from Wyoming to Schaefer.

### Thirteenth Precinct



The Thirteenth Precinct encompasses an area of 6.2 square miles and the station is located at 4747 Woodward.

#### Boundaries

It is bounded on the west by the center median of the Lodge Freeway from the Fisher Freeway to West Grand Boulevard, by the centerline of West Grand Boulevard from the Lodge Freeway to Fourteenth Street, by the centerline of Fourteenth Street from West Grand Boulevard to Clairmount, by the centerline of Clairmount from Fourteenth Street to the Lodge Freeway, and by the center median of the Lodge Freeway from Clairmount to the Highland Park city limits at Webb.

It is bounded on the north by the Highland Park city limits from the Lodge Freeway at Webb to the city limits at Hamtramck.

It is bounded on the east by the Hamtramck city limits from the city limits at Highland Park to the Grand Trunk Western Railroad, by the Grand Trunk Western Railroad from the city limits at Hamtramck to the Chrysler Freeway, including all railroad property, and by the center median of the Chrysler Freeway from the Grand Trunk Western Railroad to the Fisher Freeway.

It is bounded on the south by the center median of the Fisher Freeway from the Chrysler Freeway to the Lodge Freeway.

#### Cultural Center (Thirteenth Precinct)

On the west it is bounded by Cass Avenue north from Warren Avenue to the Edsel Ford Freeway;

On the north it is bounded by the Edsel Ford Freeway eastward from Cass Avenue to the Chrysler Freeway;

On the east it is bounded by the Chrysler Freeway south from the Edsel Ford Freeway to Warren Avenue;

On the south it is bounded by Warren Avenue from the Chrysler Freeway to Cass Avenue.





## Detroit Police Web Manual v2

**DIRECTIVE**  
**101.9**  
**SPECIAL PURPOSE COMMITTEES**

**101.9 - 1 PURPOSE**

The purpose of this directive is to establish the policies and procedures for the appointment of special purpose committees.

**101.9 - 2 Executive committee****101.9 - 2.1 Composition**

The Executive Committee of the department consists of the chief of police, the assistant chiefs, all deputy chiefs, the director of personnel, and the commanding officer of the Office of the Chief of Police

**101.9 - 2.2 Responsibilities**

The Executive Committee has the responsibility of providing an exchange of information regarding activities within the various commands insofar as they affect the department at large. This committee shall also assist and advise the chief of police in reaching major decisions affecting department procedure in all areas including manpower allocation, assignments, promotions, etc. The executive committee shall meet as directed by the chief of police.

**101.9 - 3 Legislative Committee****101.9 - 3.1 Composition**

The chief of police shall appoint the chairperson and other members of the committee.

**101.9 - 3.2 Responsibilities**

The Legislative Committee shall be responsible for reviewing current laws and recommending suggestions for improvement; evaluating and recommending support, where appropriate, for new legislation submitted at various levels; maintaining close liaison with the city's legislative lobbyist and others concerned with legislation in the law enforcement field, and as assigned, representing the department at various meetings dealing with legislative changes.

**101.9 - 3.3 Scheduling**

The Legislative Committee shall meet as often as necessary to accomplish its objectives. The chairperson shall forward a report of each meeting, including all recommendations, to the chief of police.

**101.9 - 4 FORCE TEAM REVIEW****101.9 - 4.1 Composition**

The Force Review Team shall consist of the Deputy Chief of Professional Accountability, who shall also chair the team, the Inspector of Planning and Accreditation, the Inspector from the Detroit Metropolitan Police Academy, Commander of Major Crimes and a patrol Inspector from an uninvolved precinct, who shall be chosen on a rotating basis and notified by the Deputy Chief of Professional Accountability, and one individual to be appointed to the team by the Chief of Police at his discretion

## 101.9 - 4.2 Responsibilities

The Force Review Team shall complete a review of all critical firearm discharges that result in injury or death, and all in-custody deaths within 90 days of the resolution of any criminal review and/or proceedings. All other critical firearm discharges not resulting in injury or death shall have a completed review within 60 days. The team shall comply with the review of investigations, policies and procedures according to the Force Review Team Standard Operating Procedures. The team shall prepare a report to the Chief of Police, including their evaluation of members' actions with regard to policy. The Chief of Police shall complete his review of the team's report within 14 days. The Deputy Chief of Professional Accountability shall additionally perform an annual review of all critical and fatal firearm discharges and in-custody deaths in comprehensive manner in order to detect, any patterns, problems or policy failures and report his findings with recommendations, including additional investigative protocols, standards or policy changes, to the Chief of Police.

## 101.9 - 4.3 Scheduling

The Force Review Team shall meet as frequently as necessary to accomplish its objectives in accordance with the above guidelines. The chairperson shall be responsible for scheduling all meetings and the notification of all team members.

## 101.9 - 5 Uniform Committee

## 101.9 - 5.1 Composition

The Uniform Committee shall consist of a deputy chief, commander, inspector, lieutenant, and sergeant appointed by the chief of police, and two police officers, one male and one female, who shall be appointed by the president of the Detroit Police Officers Association. All members of the uniform committee shall be appointed annually for terms to coincide with the calendar year. The deputy chief shall chair the committee. The committee shall select a person, who need not be a committee member, to act as secretary.

## 101.9 - 5.2 Responsibilities

The Uniform Committee shall act in an advisory capacity to the chief of police, submitting to the chief for approval, specifications for the design, style, type, service, and inspection of all police uniforms or police attire. The committee shall further take appropriate action on all appeals regarding uniforms or attire.

## 101.9 - 5.3 Scheduling

The committee shall meet once each three month period or more often at the call of the chair.

## 101.9 - 6 Honor Award Board

## 101.9 - 6.1 Composition

The Honor Award Board shall consist of an executive officer holding the rank or position of commander or above and two executive officers holding the rank or position of inspector or above. The board shall be appointed by the chief of police and shall serve for a period of one year. The term of service for the board shall be January 1st through December 31st.

## 101.9 - 6.2 Responsibilities

The Honor Award Board shall have the authority to grant commendations, citations, community service citations, lifesaving citations, departmental citations, and departmental citations for valor, wound medals and certificates of recognition. The board may also grant civilian citations. The board shall have full authority to investigate the circumstances of all recommendations and, if warranted, interview individual sworn or non-sworn members.



## 101.9 - 6.3 Scheduling

The Honor Award Board shall convene twice each month at a time and place designated by the highest-ranking board member.

## 101.9 - 7 Special Honor Award Board

## 101.9 - 7.1 Composition

The Special Honor Award Board shall consist of any number of executive officers deemed appropriate, as well as a representative from the Lieutenants and Sergeants Association and a representative from the Detroit Police Officers Association. The board shall be appointed by the chief of police and shall serve for a period of one year. The term of service for the board shall be January 1st through December 31st.

## 101.9 - 7.2 Responsibilities

The Special Honor Award Board shall examine all cases in which departmental citations and citations for valor were awarded during the previous year. From among these they shall select those, which will receive the following:

1. Distinguished Service Medals;
2. Detroit Police Department Memorial Medal of Honor;
3. Detroit Police Department Memorial Medal;
4. Detroit Police Department Distinguished Medal for Valor;
5. Detroit News Medal for Valor;
6. Walter Scott Distinguished Service Medal;
7. Coleman A. Young Distinguished Service Cross.

In addition, the board shall select members of the department to be nominated as candidates to receive the following awards:

1. United States President's Award;
2. United States Secretary's Award;
3. Parade/IACP. Police Service Award;
4. Michigan Association of Chiefs of Police Award.

All recommendations shall be made before March 1st.

## 101.9 - 8 Board of Ethics

## 101.9 - 8.1 Composition

The Board of Ethics shall consist of up to fifteen members. One member shall be the commanding officer of the Chief's Staff. One member shall be a department chaplain. One member shall be the executive director of the board of police commissioners or whomever the board so designates, who shall serve in an advisory capacity without voting powers. One member shall be a non-sworn member of the department, and one member each

shall serve from the following ranks: deputy chief, commander, inspector, lieutenant, sergeant, and police officer. The Chief of Police shall appoint five advisors to the board at his/her discretion. Citizens appointed to the board shall be graduates of the Detroit Police Citizen's Academy.

This composition affords representation from all ranks within the department and allows for non-sworn member input.

A voting member of the Board of Ethics, with the exception of the department chaplain and the non-sworn representative, shall have a minimum of two years of police experience.

The chairperson of the Board of Ethics shall be the department chaplain and the alternate chairperson shall be the commanding officer of the Chief's Staff.

The department sworn and non-sworn members composing the Board of Ethics shall be appointed by the chief of police from a list of candidates submitted to the chief of police by each deputy chief. The chief of police shall appoint the department chaplain to the Board of Ethics. Each department sworn and non-sworn member shall be subject to a background clearance and investigation by the Internal Affairs Section.

#### 101.9 - 8.2 Duties

The Board of Ethics shall make rulings on inquiries from personnel regarding ethical proprieties such as acceptance of rewards, gifts, plaques or other compensation from civic groups or other organizations.

#### 101.9 - 8.3 Tenure

The initial appointments to the Board of Ethics shall be made as follows:

1. One member each from the following ranks shall be initially appointed for a two year term: department chaplain, deputy chief, inspector and sergeant;
2. One member each from the following ranks shall be initially appointed for a one year term: commander, lieutenant, police officer, assignee from the Board of Police Commissioners, and the non-sworn representative;
3. After the initial appointments are made to the Board of Ethics, all future appointments are made for two-year terms.

#### 101.9 - 8.4 Meetings

Meetings shall be held once a month, or as directed by the chief of police. The presence of six members of the Board of Ethics shall represent a quorum.

#### 101.9 - 8.5 Rulings

All guidelines and rulings of the Board of Ethics shall be presented to the chief of police for review and/or appropriate action. Upon approval, the ruling shall be promulgated throughout the department by means of department directive.

#### 101.9 - 9 Sports Sanction Committee

##### 101.9 - 9.1 Composition

The Sports Sanction Committee shall be comprised of eight members with a representative from each of the following ranks: commander, inspector, lieutenant, and sergeant, and a representative from the Police Athletic League and each of the bargaining units and three citizen advisors. The committee shall be appointed by the Chief of Police and shall serve for a period of one year. Citizens appointed to the committee shall be graduates of the Detroit Police Department Citizen Academy. The term of service for the committee shall be January 1 through

December 31.

101.9 - 9.2 Responsibilities

The committee shall review requests for the formation of both intramural teams and inter-department teams to represent the Detroit Police Department; make final recommendations regarding team size; and contact concerned commanding officers to ensure that the participation of team members of their commands does not seriously hinder command operations, and to continue to use the development of sports activities in a positive way to help the department and community. The committee shall submit a schedule for each team event, including practices, along with a list of participating personnel to the chief of police, through official channels for approval.

101.9 - 9.3 Scheduling

Meetings shall be convened as often as necessary with the date and time being mutually agreed upon by the committee members.

101.9 - 10 Ordnance Advisory Committee

101.9 - 10.1 Composition

The Ordnance Advisory Committee shall consist of the officer in charge of the Firearms Training Unit and one member each from the Firearms Repair Unit and the Firearms Inventory Unit, as appointed by the chief of police annually. The chairperson will be the officer in charge of the Firearms Training Unit.

101.9 - 10.2 Responsibilities

The Ordnance Advisory Committee will, at the direction of the chief of police, evaluate the technical aspects of weapons and related equipment including their mechanical design and function; conformance with manufacturer's claims and department standards; determination of training and/or qualification requirements; critical comparisons to similar equipment already in use by the department or approved for on or off duty use by department members. The committee shall not conduct or accept requests for evaluation or recommendation of equipment from vendors or department members independent of direction from the chief of police.

101.9 - 10.3 Scheduling

This committee will convene as directed by the chief of police.

101.9 - 11 Special purpose committees and boards

From time to time, the chief of police may name personnel and appoint committees to deal with specific purposes or issues. Committees shall be appointed by the issuance of appropriate department directives.



## Detroit Police Web Manual v2

**DIRECTIVE  
101.10  
SUPERVISION**

## 101.10 -1 PURPOSE

The purpose of this directive is to provide all supervisors of this department with an overview of department expectations and general principles of supervision.

## 101.10 - 2 POLICY

All supervisors, regardless of rank or classification (sworn or non-sworn) are responsible for the administration, supervision, and training of their members under a variety of conditions and circumstances.

## 101.10 - 2.1 Span of Control

To achieve effective direction, coordination, and control, the number of personnel under the immediate control of a supervisor will not be excessive. The exact number of subordinates will depend on the nature and the complexity of the assigned duties, and upon the nature and extent of demands upon a particular district or command (e.g., size of area, population, calls for service, etc.).

## 101.10 - 2.2 General Expectations

The department has the following general expectations of supervisors:

1. Supervisors shall closely observe the work of their immediate subordinates and be alert for any outstanding work and also for any misconduct. Ignoring good behavior extinguishes it. Ignoring undesirable behavior encourages it. Supervisors shall take positive steps to create and maintain high morale and a spirit of service among members. Supervisors must set the highest example and must be consistent and fair;
2. Supervisors shall inform their members of decisions that affect them, unless such information is confidential. They shall disseminate department information concerning policies, procedures and rules;
3. Supervisors shall issue any order to their members that are necessary. It is the supervisor's responsibility to ensure that their instructions to members are clearly understood;
4. All supervisors shall strive to maintain a high level of quality in reports generated by members. Supervisors shall check all reports for necessary elements, legibility, and clarity. When verifying an arrest report, the supervisor's is indicating that they have made a determination that probable cause exists for the arrest. In the event a supervisor determines an arrest is lacking in probable cause, the arrested person shall be released, and the supervisor shall verify the report only after it is noted on the report that the person was not held and the reason(s);
5. Actively direct and supervise members under their command to ensure that they perform their assigned duties properly and efficiently;
6. Patrol supervisors shall observe members under their command's performance on patrol (e.g., radio runs, traffic stops and miscellaneous investigations) when possible. Supervisors shall also review Daily Activity Logs, and reports submitted for accuracy, legibility and completeness;
7. Promptly obey orders of higher-ranking officers and ensure that members under their command do the same;
8. Complete performance evaluation forms accurately with an emphasis and documentation where applicable of all superior traits or areas that need improvement with special emphasis on a member's traits as it may relate to "Civil

Rights Integrity" (e.g., arrests, searches, citizen complaints, etc.

9. Conduct inspection of members under their supervision as necessary;

10. Ensure that all members under their command receive all necessary practical assistance and training in the proper discharge of their duties.

REV 02/08



## Detroit Police Web Manual v2

**DIRECTIVE  
101.11  
RECORD RETENTION****101.11 - 1 PURPOSE**

The Department's written Record Retention system consists of the Detroit Police Manual, Directives, Special Orders, Personnel Orders and other publications, which may be instituted by the chief of police. These communications are permanent records with the exception of Special Orders with expiration or retention dates; Personnel Orders and Teletypes/L.E.I.N. messages are retained for one (1) year after the date of issuance.

**101.11 - 2 POLICY**

Records that have a permanent retention period will be kept at the command, which is responsible for maintaining a final repository. Each command is responsible for maintaining the Detroit Police Manual and any Special Orders that are distributed throughout to the department. In addition, each member shall maintain a copy of the Detroit Police Manual on CD-Rom and is responsible for maintaining hard copy or CD-Rom updates that may be issued.

**101.11 - 3 Preliminary Complaint Records**

The original copies of the preliminary complaint records (P.C.R.) which are processed by precinct or specialized investigative operations unit, should be subdivided into felony, misdemeanor, and miscellaneous investigation categories:

1. Felony reports should be maintained for twenty - five (25) years;
2. Misdemeanor and non - criminal reports for seven (7) years.

The carbon copies of these reports, which are normally maintained at precincts or specialized units by both the investigation operations unit and the inspector's clerk, should be destroyed at the expiration of a six-month period.

**101.11 - 1 Official Complaint Record**

The Official Complaint Record (O.C.R.) will be forwarded to the Records and Identification Section, per a schedule set by the Records and Identification Section yearly, where the O.C.R.'s will be permanently filed.

The type - of - crime complaint file, also kept at the Records and Identification Section, will be maintained for a two year period to enable the precinct or specialized investigative operations units to properly interrogate prisoners, prepare crime clean - up sheets, etc. The copy of the Official Complaint Record normally filed with the preliminary complaint records by members of the investigative operations unit shall be destroyed at the end of the specified time period.

**101.11 - 2 Missing Persons Report**

Copies of the Missing Persons Report, D.P.D. 13, maintained by the Missing Persons Unit shall be maintained for one year after recovery of the individual. The precinct copy (either desk or precinct investigative operations unit) should be destroyed as soon as necessary administrative functions have been performed. Open missings should be maintained until properly cancelled.

**101.11 - 3 General correspondence files**

These files should be maintained for no longer than one year, except in cases requiring further action. Much of

the correspondence contained in these files is duplicated at headquarters level, Personnel Office, Records and Identification Section, etc.

All record books should be retained for a seven-year period. These books include the following: daily diary, blotter, time book, arrest book, court cross - index book, complaint book and bond book.

All reports of any nature pertaining to Liquor, Gambling or Vice should be maintained for a three-year period at the precinct level.

#### 101.11 - 4 Court files

Closed felony, circuit court misdemeanor and high misdemeanor court files may be destroyed ten (10) years after closure date or at the termination of the maximum prison sentence imposed by the court, whichever is the longer term.

Closed misdemeanor court files may be destroyed six (6) years after closure date. Closed misdemeanor court files include the following:

1. Cases in which a warrant was not obtained.
2. Warrant denied by the prosecutor's office.
3. Complainant refused to prosecute or failed to appear.
4. Cases in which a final disposition has been made on every defendant by the court of jurisdiction and no appeal has been filed or is pending.

Before a court file is destroyed a supervisory officer who shall be responsible for the following must review it for the following:

1. Determining that there are no unusual circumstances, which would indicate the file, should be retained for a longer period.
  - a. Possible historical value.
  - b. Information regarding organized criminal activity.
2. Checking all property associated with the case to assure that it has been properly disposed of in accordance with existing department regulations.
3. Entering the word "DESTROYED", the date and signature of supervisory officer in the disposition column of the court file book for every named defendant. The actual destruction of the court files will be accomplished by burning at one of the city-operated incinerators in the presence of a supervisory officer.

Open court files shall be retained indefinitely and it shall be the responsibility of commanding officers to insure that open court files are continually reviewed to determine what cases can still be prosecuted. Many of these open court files can be purged through the prosecutor's office if:

1. The complainant no longer wishes to prosecute.
2. The complainant or defendant is deceased.
3. The complainant cannot be located.

These guidelines are intended to be minimum requirements and it remains the responsibility of commanding

officers to determine and if necessary, establish more restrictive requirements for any individual section.

101.11 - 5 Reports not preprinted or on department forms

The following forms are maintained for three years:

1. Precinct investigative operations unit daily diary.
2. Bank deposit slips for 36th District Court bond money and bike license fees.

101.11 - 6 Reports maintained on a daily basis

#### Minimum Retention Periods

Arrest Book	10 years
Daily Absentee Report (D.P.D. 367)	1 year
Daily Activity Logs/Reports	3 years
Daily Activity Report on Liquor, Vice and Gambling (D.P.D. 63)	3 years
Daily Detail Sheet (D.P.D. 550)	7 years
Daily Vehicle Activity Log Sheet (D.P.D. 250)	3 years
Detainee Intake Form, D.P.D. 651	3 years

101.11 - 6.1 In - car Video Tapes

- a. Master Tape 60 days then the tape can be erased and recycled for further use.
- b. Evidence Tape As needed for court use. When evidence is no longer needed return to parent command.

101.11 - 6.2 Official Complaint Records

#### Permanent

101.11 - 6.3 Preliminary Complaint Records - (Original Copy)  
 Misdemeanor and Non - Criminal 7 years  
 Felony 25 years

Release of Unregistered Traffic Cases on Bond (D.P.D. 441) 1 year

24 Hour Arrest Report (D.P.D. 367) 1 year

24 Hour Ordinance Violation Report 1 year

24 Hour Report of Offenses Known 1 year

Any additional reports maintained on a daily basis shall be retained for a period of one (1) year.



Any additional reports maintained on a daily basis that use no specific form shall also be retained for a period of one (1) year.

101.11 - 7 Reports maintained on a weekly basis

Minimum Retention Periods

BAC Datamaster Simulator	Current year +1 year
Print - outs (Evidence Ticket OD - 80, white & yellow copies)	Current year + 7 years
Evidential Breath Test Log (OD - 33)	Current year + 7 years
Weekly Report of Residential Harassment	1 year

Any additional reports maintained on a weekly basis shall be retained for a period of one (1) year.

Any additional reports maintained on a weekly basis that use no specific form shall also be retained for a period of one (1) year.

101.11 - 8 Reports maintained on a monthly basis

Minimum retention periods

Monthly Reports Generally 2 years unless a longer retention is specified in department procedure.

Activity Summary - Patrol Vehicle (DPD 279)	1 year
Assigned Vehicle Maintenance (DPD 251)	1 year
Mobilization Notification Sheet	1 month
Monthly Assignment Sheet	3 years
Monthly Requisition for Materials (DPD 105)	1 years
Monthly Summary of Liquor, Gambling & Vice Activity (DPD 419)	3 years
Monthly Work Sheet - Patrol Officer (DPD 194)	3 years
Temporary Details Report (DPD 472)	1 year
Vehicle Towed by Pvt. Tow Truck (DPD 73)	1 year

Any additional reports maintained on a monthly basis shall be retained for a period of two (2) years.

Any additional reports maintained on a monthly basis that use no specific form shall also be retained for a period of two (2) years.

101.11 - 9 Other reports

Minimum retention periods	
Abandoned Vehicle Notices	1 year
Crash Reports (UD - 10)	7 years
Administrative investigations	
Citizen Complaints	10 years
Internal Investigations	10 years
Annual Report (Department)	Permanent
Bicycle License Registration	5 years
Budget Request Forms	Current Needs
Building Information	
a. Plans, Drawings, Blueprints	Permanent
b. Key Charts	Permanent
Concealed Weapons Permit	6 years
Equipment Records	
Equipment on Hand	Permanent
Equipment Disposed of Audit	
Fingerprint Files	
Convicted Persons	Death or 75 years, whichever is first or when ordered expunged by court order.
Non - Convicted Persons	1 year, if not returned to subject prior to that time.
Gun Purchase Permit	6 years
Gun Registration	Permanent or until gun is transferred or destroyed.
Impound Cards	5 years at the command
Juvenile Records	Until 22nd birthday
Liquor Establishment Files	Until license is cancelled or transferred.
Master Criminal File	Death or 75 years, whichever is first or when ordered expunged by court order.
MIOSHA 200 Form (Log)	5 years at the command
Negatives	

a. Accident Related	7 years
b. Crime Related	75 years
Pawn Shop Tickets	3 years
Property Book	Permanent
Public Vehicle License Reports	Current + 1 year
Radar Logs	7 years
Radio Logs	1 year
Special Orders	Permanent
Teletype/LEIN Messages	1 year
Traffic & Ordinance Violations	
a. Moving Violations	5 years
b. Non - Moving Violations	Audit
Uniform Allowance Records	Audit
Vehicle Impound Log	3 years
Violation Complaint Record	Audit + 1 year
Warrants	
Misdemeanor	10 years
Felony	Permanent

Records that have a permanent retention period will be kept at the command that is responsible for maintaining a final repository.



## Detroit Police Web Manual v2

Series	Effective Date	Review Date	Directive Number
200 Operations	05/02/05	05/02/06	<b>203.1</b>
<b>Chapter</b> 203 - Criminal Investigations			
<b>Reviewing Office</b> Science and Technology Bureau			x New Directive
<b>References</b> CALEA 42.1.4; 42.2.1; 42.2.2; 83.1.1; 83.2.1			Replaces
Chief of Police Ella M. Bully-Cummings			

**CRIME SCENE INVESTIGATION****203.1 - 1 PURPOSE**

To provide Detroit Police Department (DPD) officers with guidelines and procedures for responding to and dealing effectively with the operational demands of crime scenes.

**203.1 - 2 POLICY**

The actions taken by patrol and investigative officers at crime scenes often determine the course and success of criminal investigations. Initial responding officers play the lead role by protecting the crime scene and rendering emergency services. Initial responding officers shall promptly, yet cautiously, approach and enter crime scenes, remaining observant of any persons, vehicles, events, potential evidence and environmental conditions. It is the policy of the DPD that:

- Qualified members are available on a 24-hour basis to process a crime scene. The evidence at all major crime scenes (e.g. homicide, non-fatal shooting, sexual assault, robbery, arson, kidnapping) shall be collected and processed by sworn members of the Evidence Technician Unit. All other crime scenes (e.g., home invasions, breaking and entering businesses, stolen and recovered vehicles) shall be processed by non-sworn forensic technicians of the Evidence Technician Unit;
- The initial responding officers shall attempt to identify all witnesses to the crime, or those who possess information regarding the crime. **In the absence of reasonable suspicion which is necessary to detain a person, or probable cause which is necessary to arrest a person, "citizen contacts" are consensual encounters, and the person is free to leave at any time and is not required to produce identification, answer any questions, or to cooperate with an officer.**

**203.1 - 3 Definitions****203.1 - 3.1 Crime Scene Boundaries**

The perimeter or border surrounding potential physical evidence related to the crime. Crime scene boundaries should be defined to include all areas that may be reasonably searched for evidence.

**203.1 - 3.2 Chain of Custody**

A series of chronological and documented links from the time the evidence was obtained until presented in court. The links are members who handled the evidence and when, where and for what purpose they did so.

**203.1 - 3.3 Witness**

A person who personally sees or perceives anything regarding an incident under investigation.

**203.1 - 4 Initial Response to Crime Scenes****203.1 - 4.1 General**

1. Approach the scene in a manner designed to reduce potential harm to officers, while maximizing the safety of victims, witnesses, and others in the area (e.g., do not park in front of location, etc.);
2. In transit to crime scenes, officers should be aware of suspects and/or vehicles that may be leaving;
3. Remain alert and attentive. Assume the crime is ongoing until determined to be otherwise.

**203.1 - 4.2 Safety Procedures**

1. Ensure that there is no immediate threat to other responders or to any citizens, scan area for sights, sounds, and smells that may present danger to responding personnel (e.g., hazardous materials), and contact the appropriate personnel (e.g., Fire Department), prior to entering the scene;
2. Identify and control any dangerous situations or persons;
3. Request a supervisor and/or backup personnel if necessary.

**203.1 - 4.3 Emergency Care**

1. Assess the scene for injuries to persons and render immediate medical attention (first aid) and request Emergency Medical Services (EMS), if necessary;
2. Guide EMS to the victim(s) to minimize contamination/alteration of the crime scene;
3. Instruct medical personnel not to "clean-up" the scene and to avoid removal or alteration of items originating from the scene;
4. If EMS arrived first, obtain the unit number and location of medical facility where the victim is to be taken.

**203.1 - 5 Crime Scene Preservation****203.1 - 5.1 General**

1. Responding officers shall enter crime scenes only for the purposes of aiding the injured, apprehending perpetrators or securing the area. Other entries shall be permitted only under the direction of a supervisor or investigator in charge of the scene. Officers making entries for these purposes shall, where feasible, avoid touching, walking upon, moving objects, altering or otherwise contaminating the crime scene;
2. Major crime scenes should be approached only as needed, and in a single defined line, to avoid destruction of footprints or the contamination of scent trails that may be useful in canine searches. The "place last seen" of kidnapped or missing persons should also be protected in a similar manner.
3. Preservation of the crime scene shall include restricting entry of non-police personnel, with the exception of the medical examiner, as well as police personnel not involved in the investigation of the crime. Vehicles involved in a crime shall be preserved intact as part of the scene;

4. Extreme care shall be taken to prevent the destruction of any item with evidentiary value. No search beyond that, which is necessary to locate victims, perpetrators, or witnesses, shall be conducted unless authorized by the patrol supervisor or the investigator in charge of the case. Crime scenes shall not be abandoned, unless directed by proper authority.

#### **203.1 - 5.2 Crime Scene Boundaries**

1. Considering the nature and seriousness of the crime, officers should, as necessary:
  - a. Request backup assistance to restrict areas to the crime scene and control any on-lookers;
  - b. Erect barricade tape or otherwise secure the immediate crime scene;
  - c. Record any alterations made at the crime scene due to emergency assistance.
2. Boundaries should be established extending outward from the focal point or where the crime occurred and include the potential points and paths of exit and entry of suspects and witnesses.

#### **203.1 - 5.3 Document Actions and Observations**

1. The responding member(s) shall take notes of the important details of the crime scene, such as the description, location, and positions of any object in the vicinity of the crime (including vehicle license plate numbers). If the crime scene is outdoors, the weather conditions and terrain (e.g., pavement, vacant lot, etc.) shall be noted;
2. Initial responding officers shall perform the following tasks unless otherwise directed by a ranking officer, investigator, or other officer specifically assigned to a crime scene:
  - a. In the event the perpetrator escapes just prior to the member's arrival, the member shall immediately broadcast the method and direction of the escape as well as any salient features of the perpetrators and their vehicle, if applicable. After the detailed description is obtained, the zone dispatcher will be informed so that a more complete description may be broadcast;
  - b. If the responding officer determines that the perpetrator may have left a scent at the scene of the crime (e.g., on a chair, desk, floor, or article left behind by the perpetrator), or the perpetrator may still be hidden within the confines of a large building, the Canine Unit should be contacted to provide a tracking dog. If a tracking dog is not on duty, the patrol supervisor shall determine if one should be recalled. If a tracking dog is not utilized, normal crime scene procedures shall be followed.
3. When responding to major crime scenes, members shall gather the pertinent facts, and immediately notify the specialized command responsible for investigating the crime, the precinct desk supervisor and the Communications Operations Section;
4. If a vehicle is involved in a major crime, excluding the unlawful driving away of an automobile (U.D.A.A.), the supervisor at the Communications Operations Section, or the supervisor at the scene, shall determine the necessity of entering the information into the L.E.I.N. system;
5. If it is determined the information should be immediately entered into the L.E.I.N. system, a supervisor at the Communications Operation Section, shall ensure the wanted vehicle is entered into the system. The supervisor at the Communications Operations Section shall then contact the officer in charge of the

precinct desk and inform them that the information has been entered into the L.E.I.N. system. It shall be the responsibility of the officer in charge of the precinct desk to have the investigative operations unit notified of this information as soon as possible;

6. If the information on the wanted vehicle is insufficient for immediate entry into the L.E.I.N. system, it shall be the responsibility of the officer in charge of the case, after obtaining further information, to contact the Communications Operations Section, and have the information entered into the L.E.I.N. system;
7. In all cases, when it is determined the vehicle is no longer wanted, the officer in charge of the case, shall be responsible for notifying the Communications Operations Section to have the information removed from the system;
8. While awaiting arrival of assistance, investigators, or tracking dogs, at least one responding member who is familiar with the crime scene and the circumstances of the crime, shall remain at the scene to assist any responding investigators, evidence technicians, or the Canine Unit and shall provide a detailed crime scene briefing to the investigator(s) in charge of the scene.

#### 203.1 - 5.4 Collection of Evidence

1. Unless exigent circumstances exist, or the authorization of a supervisory officer is received, initial responding officers at serious crime scenes shall not engage in collection of items of potential evidentiary value;
2. In the event evidence must be collected by responding officers to prevent its loss or destruction, the evidence shall not be returned to the scene for collection by evidence technicians. The confiscating officer is responsible for the proper recording and processing of any evidence that he or she removed from the scene;
3. If authorized, responding officers shall only search the crime scene, in a manner and method prescribed by a supervisor or the investigator in charge of the scene, for any items that may establish how the crime was committed or who committed the crime. This may include but is not limited to:
  - a. Weapons, firearms evidence, tools, vehicles and/or parts of, clothing, stains, blood spatters, fingerprints, impressions of footwear, tire or tool mark impressions, bite marks, broken glass, fibers, hair, soil or other items or substances that may contain trace evidence or DNA evidence;
  - b. Unusual objects or objects found in unusual or unexpected locations;
4. Vehicles present a unique situation. Special consideration must be given to motor vehicles involved in serious crimes to protect trace and DNA evidence:
  - a. Officers should be mindful that steering wheels and door handles may contain critical evidence and shall not enter such vehicle absent exigent circumstances;
  - b. Officers shall prohibit tow truck drivers from entering evidence vehicles involved in serious crimes. This would include touching doors, door handles adjusting steering wheels or writing on any surface of the vehicle;
  - c. To maintain the integrity of the chain of custody, an officer shall escort the impounded vehicle to the DPD authorized storage facility. The escorting officer shall document his or her actions on a PCR, including the tow truck company and driver's name;
5. The chain of custody of all evidence shall be clearly and completely documented. Officers shall comply with established DPD property procedures for purposes of preservation, documentation, labeling, and packaging of evidence.

#### 203.1 - 5.5 Crime Scene Cleanup

1. Cleanup at crime scenes that occur in private property (e.g., inside businesses or private dwellings, etc.) are the responsibility of the property owner. The officer in charge of the case shall provide the property owner with an informational sheet containing universal precautions;
2. The cleanup of crime scenes that occur on public property (e.g., streets, sidewalks, etc.) or where the public has routine access to (e.g., parking lots, porches) shall be the responsibility of the Detroit Fire Department (DFD);
3. No crime scene shall be cleaned, or in any other way disturbed, without the authorization of an evidence technician or the officer in charge of the case;
4. At the conclusion of the evidence collection process, the officer in charge of the case shall notify the Communications Operations Section and request the DFD for a "scene cleanup;"
5. The Communications Operations Section shall notify DFD dispatch and request a unit for the cleanup;
6. Response units at the scene or the officer in charge of the case shall standby and continue to secure the scene until the DFD completes the cleanup.

### 203.1 - 6 Witnesses

#### 203.1 - 6.1 General

1. Initial responding officers shall attempt to identify witnesses at a crime scene and conduct preliminary interviews (to ascertain what occurred) as soon as possible. Although investigators may conduct the follow-up on information provided by responding members, the officers who make the initial response must gather as much preliminary information as possible, since crowds may disperse quickly, vehicles may be removed from the area, etc. before investigators arrive. Quick action by responding officers may preserve information that would otherwise be lost;
2. Members shall **request** that witnesses remain present at or near the crime scene until they can be interviewed by a responding investigator. If witnesses agree to be interviewed, the witnesses, when possible, shall be asked to await interviewing by the appropriate command in an area where evidence will not be contaminated or destroyed;
3. **No individual shall be detained without reasonable suspicion, arrested without probable cause or conveyed to another location without the consent of the individual;**
4. When interviewing a witness, the initial responding officer(s) and/or subsequent investigator(s) shall ensure that their actions and requests could not be reasonably perceived by a citizen as a restraint on his or her freedom to leave the member's presence. As such member's should observe the following
  - a. Establish rapport with the witness;
  - b. Inquire about the witness' condition;
  - c. Use open ended questions (e.g., "What can you tell me about the car?"); augment with closed ended questions (e.g., What color was the car?). Avoid leading questions (e.g., Was the car red?);
  - d. Clarify the information received with the witness;
  - e. Provide witnesses the name of the command that will be investigating the incident. Encourage the witness to contact investigators with any further information.
5. As soon as possible, the neighborhood surrounding the crime scene should be canvassed in order to identify additional witnesses, or others who may have some knowledge of the crime. The purpose and scope of these interviews is to gather as much basic information as possible about the crime scene, at the earliest point possible, in order to identify the perpetrator, and establish the basis for the follow-up



investigation;

6. Officers that identify and/or interview any witnesses shall complete a Crisnet Contact Form and a Case Report detailing the content, circumstances, times, and locations of those instances. All Crisnet Contact Forms and Case Reports shall be submitted to the member's supervisor prior to the end of the shift in which the witness was identified and/or interviewed.

### **Related Procedures:**

- Directive 202.1 – Arrests
- Directive 202.2 – Search and Seizure
- Directive 203.9 – Custodial Questioning
- Training Directive #04-01 – Confinement of Material Witness

### **Related Forms and Reports:**

- Crisnet Contact Form



## Detroit Police Web Manual v2

**DIRECTIVE**  
**203.2**  
**COLLECTION AND PRESERVATION OF EVIDENCE**

**203.2 - 1 POLICY**

Coordination between patrol operations and investigative personnel is essential for a successful investigation. Investigations require a systematic approach to ensure that all appropriate actions are taken and that specific expertise is employed. It is the policy of the Detroit Police Department to aggressively pursue all investigations as successfully and efficiently as possible.

**203.2 - 2 Evidence Technicians**

The Crime Scene Services Unit of the Forensic and Records Management Division consists of sworn uniformed officers who respond to crime scenes in specially equipped, marked vehicles, prepared to process major crime scenes.

The evidence technicians assist the investigator in charge of the case in the identification, examination, collection, preservation and transportation of evidence to the unit in charge of the case. This may include exposing photographs and preparing a report and diagrams of the crime scene.

Upon completion of processing the scene, the evidence technician shall telephone the preliminary results to the command of the investigator in charge of the case.

When the officer in charge of the case receives evidence from the technician requiring special examination by other units of the Forensic and Records Management Division, the officer in charge of the case shall prepare the Request for Laboratory Service, D.P.D. 320, and submit it with the evidence to the appropriate unit.

The responsibility for the safekeeping of the crime scene remains with the dispatched response unit.

**203.2 - 2.1 Service Area**

Evidence technicians may be dispatched to any location within Detroit. Evidence technicians will not be dispatched outside the city of Detroit except in connection with a continuing investigation within this department's prosecuting jurisdiction.

**203.2 - 3 Forensic Technicians**

Forensic Technicians are non-sworn members of the Forensic and Records Management Division. These members respond in specially marked vehicles, to process Home Invasions, Breaking and Entering of businesses and stolen vehicles requiring dusting for latent print evidence.

If latent prints are developed, a Forensic Technician Report, detailing their activities is forwarded to the officer in charge of the case. When no latent prints are discovered, the forensic technician shall prepare one copy of the Latent Print Check form, D.P.D. 206, which shall also be forwarded to the officer in charge of the case.

**203.2 - 4 Patrol supervisor – requesting services**

In those instances where a patrol supervisor takes charge of a serious crime scene and determines that evidence or forensic technician services will be needed, the patrol supervisor shall make the request through the zone dispatcher.

#### 203.2 - 4.1 Supervision of evidence technicians at crime scenes

If possible, the investigator in charge of the case should be present at the crime scene to direct the work of the assigned evidence or forensic technicians. If the investigator wishes to relay special instructions or miscellaneous information to any evidence or forensic technician before his/her arrival at a crime scene, the investigator shall call the Communications Operations, which shall request the evidence or forensic technician to contact the investigator. Upon completion of their investigations, evidence or forensic technicians shall forward the Evidence Technician or Forensic Technician Report detailing the activities performed to the officer in charge of the case.

Supervisory officers other than the investigator in charge of the case shall not attempt to direct the activities of an evidence technician at a crime scene unless prepared to take responsibility for the investigation of the crime.

#### 203.2 - 5 Collection of evidence if evidence technicians do not respond

Sworn members shall exercise care and recover evidence from crime scenes when the Crime Scene Services Unit does not respond. Members shall collect the evidence in a manner consistent with preserving the items evidentiary value. All evidence shall be conveyed to the precinct and placed on an Evidence Tag unless directed otherwise by competent authority. Members shall indicate in their PCR all the evidence recovered, from where it was recovered and the Evidence Tag number.

#### 203.2 - 5.1 Requesting services of the Underwater Recovery Team

Requests for non-emergency recoveries, such as evidence property, shall be made to the commanding officer of the Harbormaster. Generally, a non-emergency recovery shall be scheduled for an upcoming training session.

Requests of a non-emergency nature from outside the city of Detroit shall be directed in writing to the chief of police by the requesting agency.

Requests for emergency recoveries such as persons trapped in vehicles, airplane or boat accidents, drowning, etc., shall be made to the Harbormaster Unit via police radio or telephone. The Harbormaster shall notify the Notification and Crime Reporting Section when an Underwater Recovery Team has been activated. Requests for emergency service outside the city of Detroit must be authorized by the chief of police or in the absence of the chief of police by the assistant chief, Operations Portfolio, or executive duty officer, or field duty officer, or in order of ascension.



## Detroit Police Web Manual v2

**DIRECTIVE  
203.3  
NOTIFICATIONS****203.3 - 1 PURPOSE**

To establish procedures for executive notifications, notifications of the Criminal Investigations Bureau, Medical Examiner and notification of next of kin in death situations.

**203.3 - 2 POLICY**

It is essential that department executive officers be informed immediately of emergencies, critical incidents and other matters which may significantly affect their operational areas or which may require action. The procedures in this directive are designed to ensure the appropriate executive notifications are made when needed.

Since police agencies respond to an unpredictable variety of incidents, it is clearly impossible to devise a comprehensive and definitive notification policy. For notifications not listed in this directive, members should refer to directives that pertain to the specific kind of incident at hand or contact their immediate supervisor.

**203.3 - 3 Executive notifications**

In the event of a serious situation such as a noteworthy incident, major crime or unplanned event requiring unusual police response, the executive notification procedure shall be initiated.

Monday through Friday, the officer in charge of the precinct station desk shall notify the Notification and Crime Reporting Section to initiate the executive notification procedure. The officer in charge of the precinct station desk shall also notify the precinct commander, who shall then initiate further upward and/or lateral notifications, if that action is deemed appropriate. The concerned deputy chief shall then notify the assistant chief, Operations Portfolio, if that action is deemed appropriate. The assistant chief, Operations Portfolio shall notify the chief of police if necessary.

During weekends and on holidays, the officer in charge of the precinct station desk shall notify the executive duty officer through the Notification and Crime Reporting Section. The executive duty officer shall then initiate further upward notifications, if that action is deemed appropriate. However, if the executive duty officer assumes command of a situation, the assistant chief, Operations Portfolio shall be notified.

The members of the Board of Police Commissioners shall be notified of significant incidents by the staff of the chief of police, and under the chief's specific authority.

The following are examples of incidents of which executive personnel shall be notified:

1. Critical injuries involving police personnel;
2. Critical injuries sustained by police personnel;
3. Critical injuries sustained by a police prisoner;
4. Critical injuries sustained by a citizen; resulting from the action of police personnel;

5. Any felonious wounding of police personnel whether on or off duty;
6. Homicides;
7. All crimes or other incidents involving noted persons;
8. Incidents involving the illness or accidental deaths of a large number of persons;
9. All incidents resulting in extensive damage or property loss, such as fires, explosions, ship disaster, or aircraft disaster, which occur in the city, or out of the city if the incident could conceivably involve Detroit Police Department personnel;
10. Unusual circumstances involving reported missing children or adults;
11. Unusual situations or occurrences, which could possibly result in civil disturbance or riot;
12. Any incident, which might be expected to attract major inquiry from the news media;
13. Any other incident not specifically covered above as deemed appropriate by the notifying officer.

#### 203.3 - 3.1 Homicide Section

The Homicide Section maintains a 24 hour operation and must be notified by the responding member in all the following circumstances:

1. Homicides;
2. Serious assaults, critical assaults, or injuries other than traffic, when the victim is in danger of death;
3. Suicides and attempted suicides;
4. Suicides of all active sworn members;
5. Shootings (including all police involved shootings);
6. Criminal abortions;
7. All critical injuries sustained by citizens or department members through police action;
8. Deaths of active sworn members or their family members;
9. Deaths of retired department members,
10. Deaths of active non-sworn personnel or their immediate family members;
11. Deaths of active Detroit Police Reserves;
12. Deaths of any prominent person within the city of Detroit;
13. Prisoners arrested in connection with the above circumstances.

## 203.3 - 3.2 Force Investigation Unit

The responding supervisor in the following circumstances must notify the Professional Accountability Bureau's Force Investigation Unit:

1. All Category 1 Use of Force;
2. All Category 2 Use of Force with unusual circumstances;
3. Criminal Allegations of police use of excessive force;
4. Altercations with citizens alleging serious officer misconduct supported by strong evidence (e.g., video-tape or a substantial number of credible witnesses);
5. Serious bodily injury or high value property damage resulting from department member's vehicle/foot pursuits;
6. Traffic collisions involving department members that result in anyone being hospitalized;
7. In-custody deaths.

## 203.3 - 3.3 Medical Examiner

The Wayne County Medical Examiner's Office is a 24 hour operation and must be notified by the responding member in the following circumstances:

1. Deaths by violence, e.g., shootings, stabbing, beatings, drowning, poisoning,
2. Prisoners who die while in police custody;
3. Accidental deaths, e.g., autos, burns, falls;
4. Sudden and unexpected deaths from unknown causes when the deceased was in apparent good health;
5. Natural deaths;
6. Deaths under suspicious or unusual circumstances;
7. Deaths resulting from or associated with any therapeutic procedures;
8. Deaths of pregnant women following abortions.

If any doubt exists members shall be guided by the advice of the Homicide Section.

## 203.3 - 3.4 Armed Robbery

The Armed Robbery Unit operates 24 hours a day, seven days a week, and must be notified by the responding member in all the following circumstances:

1. All robberies and attempted robberies;
2. Kidnappings and extortions;
3. All financial institution robberies and extortions;
4. Any prisoners arrested in the above circumstances;
5. All serious missing persons.

#### 203.3 - 3.5 General Assignment Unit

The General Assignment Unit of the Special Services Section maintains operations from 8:00 a.m. to 12:00 midnight, seven days a week, and must be notified in the following circumstances:

1. All bombings, possession of explosives and bomb threat cases;
2. All biochemical threat cases;
3. Impersonation of police officer cases which are not committed incident to other offenses, fraudulent solicitation for police magazines, charities and other police related functions;
4. Labor strike incidents;
5. Major thefts, burglaries or hijackings and in all instances where property taken is unique, rare, or of a value of \$5,000 or more;
6. Safe burglaries and thefts;

Between the hours of 4:00 p.m. and 8:00 a.m., General Assignment Unit investigators may be contacted through the Notification and Crime Reporting Section. Between the hours of 12:00 midnight and 8:00 a.m., General Assignment Unit investigators are on call.

#### 203.3 - 3.6 Financial Crimes Unit

The Financial Crimes Unit maintains operations from 8:00 a.m. to 12:00 midnight seven days a week, and must be notified of the following:

1. Confidence operations;
2. Uttering and Publishing cases;
3. Crimes within city of Detroit departments or perpetrated by city employees;
4. Embezzlements and larcenies by conversion involving major corporations and institutions;
5. All cases involving identity theft.

Between the hours of 4:00 p.m. and 8:00 a.m., Financial Crimes Unit investigators may be contacted through the Notification and Crime Reporting Section.

If an arrest for a check complaint occurs after 4:00 p.m., precinct Investigative Operations Unit personnel may make notification at 8:00 a.m. the following day. Between the hours of 12:00 midnight and 8:00 a.m., Financial Crimes Unit investigators are on call.

#### 203.3 - 3.7 Sex Crimes Unit

The Sex Crimes Unit operates a 24-hour desk operation that shall be notified of the following:

1. Receiving immediate notification from responding units at the scene or run locations of all sexually motivated crimes;
2. Determining the medical needs of the victims;
3. Causing Sex Crime Unit personnel to proceed to the scene;
4. Ordering necessary support units to the scene;
5. Initiating necessary related case drafts and information write-ups;
6. Determining disposition of witnesses, evidence, and prisoners, referring those sex motivated crimes not to be retained by the unit to the precinct Investigative Operations Unit.

#### 203.3 - 3.8 Child Abuse Unit

The Child Abuse Unit operates a 24 hour desk operation, supplemented by personnel from the Sex Crime Unit, and shall be notified of the following:

1. Receiving immediate notification from units at the scene of any suspected child abuse and/or neglect;
2. Receiving immediate notification from units at the scene where a child is found whose surroundings are such as to endanger the child's health, morals or welfare;
3. Determining the disposition of children, witnesses, and evidence, referring those child related crimes not to be retained by the unit to the appropriate precinct or command.

#### 203.3 - 3.9 Notifying next of kin of death

One of the most traumatic assignments that a department member can be asked to perform is that of making a death notification. Department members shall be tactful and sensitive in their approach to this assignment, recognizing the emotional shock to the person receiving this notification.

When the department is requested to notify the next of kin regarding a citizen's death, the request shall be referred to the Notification and Crime Reporting Section. The Notification and Crime Reporting Section shall notify the officer in charge of the precinct, in which the relative lives, and the Chaplains Corps to assist in the notification of the relative. A department member and a police chaplain shall make the notification in person. Under no circumstances shall written or verbal messages be left for the concerned party.

If the notification cannot be made in person, the officers making the initial attempt shall report back to the person originally requesting the notification in order to ensure that attempts will continue until the notification has been made.

In all cases where a citizen dies as a result of police action, it shall be the responsibility of the Homicide



Section to promptly notify the next of kin. After notification has been made, the Homicide Section shall advise Corporate Communications of such notification.

In the event the deceased is from another state or from a Michigan location beyond the metropolitan Detroit area, notification of the next of kin shall be accomplished with the assistance of the local law enforcement agency.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**203.4**  
**MISSING OR LOST PERSONS**

**203.4 - 1 PURPOSE**

The purpose of this directive is to establish the Detroit Police Department's policy and procedure for the handling of missing or lost persons.

**203.4 - 2 POLICY**

People are reported missing for many reasons. Some people leave home voluntarily for personal reasons or may disappear for unexplained reasons but under suspicious circumstances. The role of the responding officer; however, is critical in identifying persons at risk. Responding officers shall conduct thorough investigations of missing persons with particular care in instances involving missing children, and those who through mental or physical impairment cannot care for themselves.

**203.4 - 3 Missing Person Reports**

Reports of missing persons who are Detroit residents shall be accepted in any precinct. A Missing Person Report, D.P.D. 13, shall be fully completed and distributed as outlined on the form. The missing number shall be obtained from the precinct in which the missing person resides.

When taking reports of missing persons who are not Detroit residents, the missing person number shall be obtained from the precinct in which the missing person was last seen.

In general, no missing report shall be taken concerning persons 17 years of age and older until the person has been gone at least 24 hours, except in, unusual circumstances of incompetence, senility, evidence of foul play, or other factors which may be taken into consideration. The report shall then be taken irrespective of the time.

Citizens wishing assistance in locating a person who is not a Detroit resident and having no knowledge as to a local address where the person was last seen shall be referred directly to the precinct youth officer or Missing Persons Unit who shall ensure that each precinct Investigative Operation Unit commanding officer is notified of such an incident and assigns the investigation to a member of their command.

Each precinct shall maintain its own series of missing person numbers beginning on the first day of each calendar year. When more than one precinct is involved in the report and investigation, the initial investigation shall be made by the precinct in which the missing person was last seen. The precinct supplying the missing person number shall be responsible for coordinating and completing the investigation.

When a young child or an incompetent person is missing in a precinct other than the one in which they reside, simultaneous investigations shall be conducted. When more than one precinct is involved, the precinct making the report shall notify the other precinct by telephone of all circumstances and forward two additional copies of the missing person report to that precinct.

The member taking a missing person report shall notify the Precinct Investigative Operations Unit if the missing person is an adult. If the missing person is a juvenile, the precinct youth officer shall be notified.

Personnel at the command receiving the report shall check command records to determine whether the

missing person has a prior record of such complaint and apprise the officer in charge of the station desk taking the original report. An appropriate notation shall be made on the report regarding previous complaints.

The member taking the initial missing report shall prepare the description portion as completely as possible. In the narrative portion, the member shall enter the circumstances surrounding the subject's disappearance paying close attention to facts that might establish the voluntary or involuntary nature of the disappearance. Care must be taken to include information gathered from interviews with the person(s) who last saw the missing person, the person that is reporting the person to be missing, and parents or guardians in the event that the missing person is a juvenile.

The member taking the initial report should also take care to determine if there has been any recent family trouble and/o custody disputes (if the missing is a juvenile, members should seek verification of which party may have legal custody). The member taking the report shall request the signature of a family member or guardian. The signature, along with the relationship of the person to the missing person, shall be entered in the narrative portion of the report. When family members cannot be contacted, the person supplying the information shall be asked to sign the report.

If the missing person is from a group home, the member taking the report shall also ascertain the name and work telephone number of the owner of the home, the home administrator, and the caseworker from the Family Independence Agency (FIA) prior to taking the report.

When a young child or an incompetent person is missing in a precinct other than the one in which they reside, simultaneous investigations shall be conducted. When more than one precinct is involved, the precinct making the report shall notify the other precinct by telephone of all of the circumstances and forward two additional copies of the missing person report to that precinct.

The member taking a missing person report shall notify the officer in charge of the precinct station desk of the report. The officer in charge of the precinct station desk shall forward the original and one copy to the commanding officer of the Precinct Investigative Operations Unit, one copy to the Missing Person Unit, and retain one copy for the precinct desk if the missing person is an adult. If the missing person is a juvenile under the age of 17, a copy of the missing report shall also be forwarded to the Court Services Section.

When suspicion of a crime exists, a member must complete a missing report in addition to a PCR. In these cases the words "PCR attached" shall be written in the narrative portion of the missing report. A copy of the PCR shall be attached to each copy of the missing report prior to distribution. The officer in charge of the precinct station desk is responsible for the proper distribution of the missing reports. Missing reports (and cancellation forms) for juveniles as well as adults shall be forwarded to the Missing Persons Unit by fax and then mailed in department mail.

#### 203.4 - 4 Executive notification

If the missing person is a young child, a person 65 years of age or older, or if the investigation should develop a presumption of foul play, or if other unusual circumstances so dictate, it shall be the responsibility of the officer in charge of the precinct station desk, or if unavailable, the executive duty officer or the field duty officer, to contact the precinct commander.

The precinct commander or the executive duty officer or the field duty officer shall be responsible for:

1. Determining resources available for the search;
2. Applying additional resources to the search;
3. Determining the duration of the search and for authorizing overtime for all officers involved in the

search;

4. Making further necessary notification;

5. Coordinating and directing the search until properly relieved.

#### 203.4 - 5 Information sharing

##### 203.4 - 5.1 Teletypes on missing persons

The command primarily responsible for investigating the report of a missing person shall request issuance of a teletype when the circumstances warrant. The Message Center shall be contacted and shall send the teletype upon request. In the event a decision to issue a Teletype is made subsequent to the original missing report being made, the command that made the decision to issue the Teletype shall advise by telephone the person who made the missing report of the issuance of the Teletype and the Teletype number.

##### 203.4 - 5.2 LEIN Entries

Necessary information regarding a missing person shall immediately be entered into the Law Enforcement Information Network (LEIN) and National Crime Information Center (NCIC) for a missing person who:

1. Has a proven physical or mental disability, or is senile, thereby subjecting themselves or others to personal and immediate danger. This category includes mental health escapees who are involuntarily committed;
2. Is an endangered missing of any age who is in the company of another person under circumstances indicating that the missing person's physical safety may be in danger;
3. Is a person of any age who is missing under circumstances indicating that the disappearance was not voluntary;
4. Is a child less than 17 years of age and who does not meet any of the criteria set forth under disability, endangered or involuntary;
5. Is missing as a result of a catastrophe (natural or intentionally caused), which causes the loss of human life.

The Precinct Desk Supervisor shall ensure any person meeting the prescribed criteria is entered into the LEIN/NCIC System, immediately. The Missing Person Unit shall ensure that the proper computer entries are made by contacting the Notification and Control Section 72 hours after the date of the Missing Person Report.

A voluntary missing is an emancipated person who does not qualify under the above categories and is not, by being a missing, in violation of any law.

The member assigned the investigation shall submit a monthly update report every 30 days notifying the Missing Person Unit of any new information, changes in all missing persons cases, or the acquisition of the missing persons dental records.

#### 203.4 - 6 AMBER ALERT

Amber Alert of Michigan is a statewide emergency system designed to locate missing children who fit certain criteria. The goal of the program is that once a missing or abducted child is reported to a police agency, the

police agency is to forward the information to the Michigan State Police. The Michigan State Police will then disseminate the information to the media, which will in turn broadcast the information to the public. The hope is to enlist the eyes and ears of the public and thereby increase the chances of recovering a missing or abducted child.

Not every missing child report is suitable for Amber Alert. In order to activate Amber Alert, the following criteria must be present: There must be an incident reported to the police that a person:

1. Has been abducted;
2. Is missing involuntarily;
3. Is considered to be an endangered missing person, or
4. Is a missing person who has a physical disability.

#### 203.4 - 6.1 Recovered Missing Persons and Teletype and LEIN Cancellations

When the return of a missing person has been confirmed, the verifying member shall immediately inform the officer in charge of the precinct station desk who shall immediately designate a member to notify the officer in charge of the Precinct Investigative Operations Unit or the command responsible for the missing investigation.

In addition, the officer in charge of the precinct station desk shall be responsible for canceling the teletype and preparing a Missing Cancellation Form, D.P.D. 13A and distributing the original and one copy of the cancellation form to the Precinct Investigative Operations Unit, or the command responsible for the missing investigation. One copy of the completed Missing Cancellation Form should be forwarded to the Missing Person Unit and one copy retained by the precinct desk.

When canceling a Teletype on missing persons where a vehicle involving a license plate number is concerned, the officer in charge of the precinct station desk shall ensure that the Telephone Crime Reporting Unit is notified, which will enable the vehicle to be removed from the LEIN system. The Missing Persons Unit will handle cancellations of LEIN/NCIC information and dental record information concerning missing persons once the monthly update report noting that the missing has been recovered and the Missing Cancellation Form has been received from the officer in charge of the missing investigation.

#### 203.4 - 7 Minor child identification and protection

##### 203.4 - 7.1 Fingerprints

When the missing is less than 17 years of age, the investigator assigned to the case shall determine if the missing has been fingerprinted under the Child Identification and Protection Act.

If the missing has been fingerprinted, it shall be the responsibility of the investigator to obtain the print card from the parent or guardian and forward the card to the Records and Identification Section.

When the missing is located, or the case is disposed of, it will be the responsibility of the investigator to notify the Records and Identification Section so that the card may be returned to the investigator who will be responsible for returning the print card to the parent or guardian.

##### 203.4 - 7.2 Dental records

When a missing has not returned within 30 days, the member assigned the investigation shall seek the

dental records of the missing. The Authorization to Release Dental Record Form shall be given to the parent, legal guardian, or next of kin for presentation to the missing persons dentist to be completed, signed and returned to the investigator. This information shall be placed on the monthly update report notifying the Missing Person Unit of any new information. The investigator shall then forward the monthly update report along with the completed dental records form to the Missing Persons Unit for processing.

In cases where the person indicated on the missing report was last seen by a parent, legal guardian, or next of kin, and they subsequently cannot be contacted, refuse to sign, or cannot identify a dentist, a notation to that effect shall be made on the monthly update report and the authorization to release dental records form. The investigator shall then forward the monthly update report along with the authorization to release dental records form to the Missing Persons Unit for processing and central filing.

In general, this request to obtain dental records shall be handled by precinct Investigative Operations Unit personnel when the missing is 17 years of age or older. The precinct youth officer will handle this contact in cases of missing juveniles. When the primary responsibility for the investigation of a missing is assigned to another command, as may be the case in abductions or kidnappings, that command must submit a monthly update report every 30 days notifying the Missing Person Unit of any new information. Further, that command will be responsible for requesting dental information to ensure compliance with LEIN and NCIC.

#### 203.4 - 8 Retention of missing person records

Open missing person reports shall be retained on file until properly canceled. When a missing person is recovered, the copy of the report filed in the precinct Investigative Operations Unit may be destroyed as soon as the cancellation report is forwarded and the administration functions have been completed.

On the 17th birthday of a missing child, the investigating member shall note this information on the missing person monthly update report, and submit this information to the Missing Person Unit, where the information entered into the LEIN regarding the child shall be retained, and the child shall be considered an emancipated missing child until the information is canceled by the agency that initially entered the information.

Missing person reports received by the precinct youth officer and Missing Persons Unit shall be retained for one year after recovery of the missing person.

#### 203.4 - 9 Lost persons

When a person is found who has not been reported missing or who purports to be lost the Notification and Crime Reporting Unit and Corporate Communications Section shall be notified immediately. Aid shall be offered in the solution of the immediate problem and/or to locate relatives. If the person in question is a juvenile the Child Abuse Unit shall be notified.

Adult persons who may be incompetent or suffering a lapse of memory shall be conveyed to Detroit Receiving Hospital.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**203.5**  
**JUVENILES AND SCHOOL INCIDENTS**

## 203.5 - 1 POLICY

The investigation and detention of juvenile offenders will be performed in compliance with applicable local, state and federal laws, unless otherwise prescribed herein shall be assigned in a manner consistent with the assignments of responsibility for offenses committed by adults.

## 203.5 - 2 Definition

A juvenile is any person under 17 years of age.

## 203.5 - 3 Gang Related Offenses

The Gang Enforcement Section shall be responsible for the prosecution of all juveniles arrested for, and charged in Probate Court, with gang related offenses with the exception of those arrested for homicide and/or sex crimes. In addition they shall investigate and prosecute all adults arrested for gang related offenses with the exception of those arrested for homicide and/or sex crimes.

The Gang Enforcement Section should submit a waiver request in all cases involving juveniles of waivable age, where the investigation determines that sufficient evidence and probable cause exist to support a felony charge and which are gang related. In all felony cases that are gang related where a waiver is not requested because of the juvenile's age, or the waiver request has been denied, the Gang Enforcement Section shall file a petition for an official Juvenile Court hearing.

The officer in charge of the precinct station desk shall notify the Gang Enforcement Section, whenever any juvenile is arrested for a gang related activity. The Gang Enforcement Section shall be responsible for determining whether they will investigate and prosecute the case as gang related or whether it will be investigated and prosecuted by the precinct or specialized section having jurisdiction.

The officer in charge of the precinct station desk shall forward by department mail one copy of all Preliminary Complaint Records (PCRs) submitted to the desk, relating to gang activities, gang information, or gang arrests, to the Gang Enforcement Section. In addition, the officer in charge of any section responsible for criminal investigation shall ensure that a copy of all other reports regarding gang activities or gang information are forwarded to the Gang Enforcement Section by 10:00 a.m. daily. An assignment copy of all Official Complaint Records that are gang related shall also be forwarded to the Gang Enforcement Section.

Under no circumstances shall any member of this department, except those members assigned to the Gang Enforcement Section, affix language, indicating that an individual was arrested for a gang related offense, to documents prepared for presentation to Probate Court, i.e., application for petition, or waiver. Such indications shall be the sole prerogative of the Gang Enforcement Section.

## 203.5 - 4 Detention of juveniles

Officers may take a juvenile into custody without a court order where the juvenile is found to be violating any law or ordinance or where the child is found in surroundings, which endanger the juvenile's health, morals or welfare.

When a juvenile is taken into custody, the officer shall immediately attempt to notify the parent, guardian or custodian of the juvenile. In addition, juveniles shall not be detained, transported or incarcerated with persons 17 years of age or older. Juveniles will not be held in any precinct detention area or other detention facility unless the juvenile is completely isolated to prevent verbal, visual or physical contact with any adult prisoner. When a juvenile is taken into custody, a PCR shall be prepared detailing the reason for detention.

If a parent or legal guardian appears on the scene of a juvenile detention and expresses a desire to accompany the juvenile and the officers to the precinct station, the request shall be given every consideration when circumstances permit. However, the extension of this courtesy shall be governed by the facts of the immediate situation.

Juveniles, in the company of an adult who has been arrested, may be released at the scene provided the juveniles are not involved in any criminality, are not wanted on other charges, would not be in violation of a curfew ordinance if released, and are within reasonable proximity of their homes. Otherwise, the juveniles shall be conveyed home or to the precinct station where notification of a parent or legal guardian will be made to provide a proper escort for the juvenile.

Juveniles shall not be detained in custody in excess of 6 hours. It shall be the responsibility of the officer in charge of the precinct station desk to ensure compliance.

#### 203.5 - 4.1 Release of juveniles detained

In the event the situation warrants the release of the juvenile, the officer in charge of the precinct station desk will be responsible for obtaining a clearance from the Records and Identification Section. However, if unusual circumstances exist, as determined by the officer in charge of the precinct station desk, juveniles detained for misdemeanor offenses or ordinance violations may be released to a parent or legal guardian prior to obtaining a clearance.

The parent, legal guardian, or custodian, shall be advised that a driver's license or two other pieces of identification will be required for proper identification. If this identification is unavailable, an adult licensed driver shall verify the identity of the parent, legal guardian or custodian. An appropriate entry shall be recorded in the desk blotter.

The parent, legal guardian, or custodian, who takes custody of a juvenile detained for other than traffic and minor ordinance violation who was not admitted to the Wayne County Youth Home shall be issued a Juvenile Come In Notice, D.P.D. 109. The supervisor releasing the juvenile shall complete the form and direct the responsible party to contact the precinct youth officer and appear with the juvenile in accordance with arrangements made with the precinct youth officer.

At all times upon a detention of a juvenile, a copy of the PCR and the Juvenile Come In Notice, if applicable, shall be forwarded to the precinct youth officer. The supervisor shall also make an appropriate entry in the desk blotter.

When a parent, legal guardian, or custodian, cannot be contacted to take custody of the juvenile within two hours, the officer in charge of the precinct desk shall be responsible for notifying Child Abuse Unit and be guided by their advice.

#### 203.5 - 5 Notification of parent or guardian

Whenever a juvenile is detained, or taken into protective custody, it shall be the responsibility of the officer in



charge of the precinct station desk to immediately notify the parent or legal guardian

When a juvenile is to be sent to a detention facility for admission, it shall be the responsibility of the admissions officer at the youth home to notify the parent or legal guardian of the admission and preliminary hearing.

#### 203.5 - 6 Fingerprinting and photographing

As an aid in arriving at an identification, all juveniles 8 years of age and older, detained for a Part I crime shall be triple printed and photographed. Additionally, all juveniles 12 years old or older, detained for any crime or ordinance violation, shall be fingerprinted and photographed.

The sworn or non-sworn member processing the juvenile at the time of detention shall fingerprint juveniles on Juvenile Fingerprint Arrest Card, D.P.D. 179A. Juvenile fingerprints will be hand carried to the Records and Identification Section.

The processing sworn and non-sworn members shall give priority to processing juvenile offenders as circumstances permit. Precinct youth officers shall be notified of all juvenile detentions. The responding precinct youth officer will take photographs of detained juveniles. All photographs will be recorded and numbered in a 500 page record book maintained at each precinct by precinct the youth officer. The juvenile's name and precinct photograph registration number will be placed on a title board and held in front of each juvenile to identify the photograph.

#### 203.5 - 7 Youth Home

##### 203.5 - 7.1 Admission to a detention facility

In order to admit a juvenile, age 16 or under, to the Wayne County Youth Home, Detroit Receiving Hospital, Children's Hospital or any other detention facility, the Wayne County Youth Home intake officer must be notified. The intake officer will advise the inquiring officer of the proper facility.

Upon determination of the proper facility, the Complaint Form, JC-01, must be prepared. Generally, precinct youth officers prepare the complaint form for petition; however, if precinct youth officers are unavailable, the officer in charge of the precinct station desk shall ensure the form is prepared and all appropriate spaces are completed.

The officer in charge of the case shall contact the precinct youth officer the morning following the apprehension to determine if the juvenile was actually admitted to the Wayne County Youth Home, if that information is not already known. In the event the juvenile was admitted, the precinct youth officer, will attend the preliminary hearing. The court detail officer shall inform the officer in charge of the case of the outcome of the hearing.

##### 203.5 - 7.2 Temporary release

Any member desiring the temporary release of a juvenile from the Wayne County Youth Home for appearance in any court as a witness or defendant must present a subpoena or writ to the Wayne County Youth Home before the juvenile will be released. The officer to whom the juvenile is released is responsible for returning the juvenile to the Wayne County Youth Home immediately after the court appearance or for notifying the Wayne County Youth Home if the juvenile is not being promptly returned for any reason.

##### 203.5 - 7.3 Taken into protective custody

In the event a juvenile is merely taken into protective custody the juvenile shall be released only to a parent, legal guardian, or custodian, except under unusual circumstances. When a parent, legal guardian, or

custodian, is not available the juvenile may be released to an adult brother, sister, or close relative. The person to whom the juvenile is released shall be required to produce identification and an appropriate entry shall be made in the blotter.

#### 203.5 - 8 Interviewing juveniles

A member wishing to interview and question a juvenile with respect to the juvenile's part in the commission of a crime should if feasible, do so in the presence of their parent or legal guardian whom must be advised by the interviewing officer regarding the juvenile's constitutional protections. If a juvenile's parent or legal guardian is present, members must ensure that they and the juvenile, clearly and unmistakably understand the procedures and the parent's and juvenile's signatures, must be affixed to the Constitutional Rights Certificate of Notification, D.P.D. 342-B. A court will examine the "totality" of the circumstances, e.g., juveniles age, education, circumstances etc., in determining whether the admission was/or confession is admissible in the absence of the presence of a parent or legal guardian.

If the juvenile, the juvenile's parent, or legal guardian, indicate in any manner that the juvenile wishes to remain silent, questioning must cease. However, questioning may be conducted with the permission of the juvenile's attorney whether or not the parent or legal guardian is present.

Officers may also interview juveniles with respect to their part in the commission of a crime who are in attendance at school provided they do so in accordance with the above procedures. If it is necessary to remove a juvenile from school, the officer involved shall inform the school officials that the juvenile is being removed.

#### 203.5 - 9 Showups

All showups of juveniles shall be arranged by the officer in charge of the case in conjunction with the Wayne County Youth Home and shall occur at the Wayne County Youth Home. All additional show up procedures shall apply as delineated for adults in court procedure segment of this manual.

#### 203.5 - 10 Tickets

##### 203.5 - 10.1 Miscellaneous Ordinance Violations

Unless otherwise specified in department procedures, juveniles observed in violation of miscellaneous city ordinances need not be detained, but may be issued a Miscellaneous Ordinance Violation notice and released to appear. When this is done the "Juvenile" and "To Be Notified" box shall be checked on the Ordinance Violation Notice and the Juvenile Court will make the notification regarding a hearing date.

Ordinance violation notices shall not be issued for violations of the following miscellaneous ordinances: knife ordinance, firearms ordinances, city school ordinances and destruction of city property (buses). All juveniles observed violating these miscellaneous ordinances should be detained and conveyed to the precinct station.

They shall be processed in accordance with procedure set forth in "Misdemeanor Violations" below or in accordance with the procedures governing school incidents in this chapter.

##### 203.5 - 10.2 Civil infractions

In civil infraction cases juveniles are processed in the same manner as adults. A juvenile observed in violation of a city ordinance or state law which is a civil infraction shall not be detained; the juvenile shall be issued a violation notice for the civil infraction and released at the scene, provided the juvenile is not involved in any criminality, is not wanted on other criminal charges, and would not be in violation of a curfew ordinance if released. When the juvenile is issued a violation notice, the word "JUVENILE" shall be written in the "Remarks" section on the bottom portion of the Uniform Law Citation.

## 203.5 - 11 Misdemeanor violations and misdemeanor traffic offenses

Juveniles observed committing a misdemeanor should be detained and conveyed to the precinct station. The officer in charge of the precinct station desk shall cause an investigation to be conducted to determine the sufficiency of the evidence to support further detention. The officer in charge of the case conducting the investigation shall obtain information of prior records, if any, from the admissions officer at the Wayne County Youth Home. The officer in charge of the desk will determine whether the juvenile should be warned and released, released pending further investigation, issued a violation notice and/or sent to the Wayne County Youth Home. In aggravated incidents the precinct youth officer may make application for a petition to be filed for an official Juvenile Court hearing and make recommendation to the officer in charge of the station desk as to the release or detention of the juvenile in the Wayne County Youth Home.

If records indicate it is a second or subsequent detention, the parent or legal guardian may be issued an Ordinance Violation Notice for violation of the parental responsibility ordinance, provided sufficient proof of prior knowledge exists. If records reflect it is a third or subsequent detention, the precinct youth officer shall file an application for an official Juvenile Court hearing.

## 203.5 - 11.1 Conveyance to precinct - No operator's license

When a juvenile is found driving without a valid operator's license, the juvenile shall be taken to the precinct station desk where the officer in charge of the station desk will give the juvenile an opportunity to contact any party who may be in a position to bring the juvenile's license to the station.

If a valid license is produced, no violation notice shall be issued for failing to have a valid license in immediate possession. The juvenile may then be released in accordance with juvenile release procedures.

If a valid license cannot be produced, the officer in charge of the station desk shall direct the apprehending officer to issue the juvenile the misdemeanor copy of a Uniform Law Citation for not having a valid license in immediate possession. The juvenile may be released in accordance with juvenile release procedures.

## 203.5 - 11.2 Juveniles and OUIL or OUID

Juveniles are subject to the same rights and obligations as adults with respect to the taking of chemical tests. Therefore, the same procedures shall be followed. Juveniles found to be operating a vehicle under the influence of alcohol and/or controlled substance shall be processed in accordance with juvenile misdemeanor arrest procedures.

## 203.5 - 12 Felony violations

If there is probable cause to believe a juvenile has committed a felony, the juvenile shall be detained and conveyed to the precinct station. The officer in charge of the precinct station desk shall cause the circumstances of the detention to be investigated to determine the sufficiency of evidence to support further detention. The officer in charge of the precinct station desk shall cause the admissions officer of the Wayne County Youth Home to be contacted, as they will determine whether the juvenile will be admitted.

An application for a petition for an official Juvenile Court hearing will be filed in all felony cases where evidence of probable cause exists and shall be prepared by the precinct youth officer unless the arresting officers in compliance with admissions procedures to the Wayne County Youth Home have already completed it.

A request for waiver of jurisdiction from Juvenile Court to 3rd Circuit Court shall be prepared by the precinct youth officer or specialized investigative sections if a juvenile 14 to 16 years of age is arrested for Murder, Robbery, Home Invasion I, any Sex Crime, or any act of violence, which if committed by an adult, would

constitute a felony, provided sufficient evidence of probable cause exists to support the charge, with the existence of subsequent investigation discloses evidence or information which warrants submission of the waiver request.

When the results of the initial investigation do not warrant a charge being lodged against the juvenile, or if the juvenile is to be released pending further actions on order of the officer in charge of the desk or officer in charge of the specialized unit, such release shall be made in accordance with juvenile release procedures.

#### 203.5 - 13 Violations of curfew

Minors 17 years of age, or juveniles observed in violation of the curfew ordinance shall be stopped and investigated. Discretion should be used in cases where, in the officer's judgment, it is a bona fide emergency or when the individual is within sight of the individual's residence or other location where the individual is visiting, provided the individual can be released to a parent, legal guardian or custodian at that address.

Minors 17 years of age, observed in violation of the curfew ordinance shall be arrested and conveyed to the precinct station. They shall be registered for the curfew violation and issued a Miscellaneous Ordinance Violation for immediate arraignment.

Juveniles detained for violation of the curfew shall be conveyed to the precinct station where they shall be issued a Miscellaneous Ordinance Violation. The juvenile may be released in accordance with juvenile release procedures.

#### 203.5 - 14 Releasing names of juveniles

Michigan State Law provides that any person may recover up to \$1,500 in a civil action against the parents of an unemancipated minor who has willfully or maliciously destroyed property, or who has willfully or maliciously caused bodily harm or injury to a person.

Complainants who request the names of juvenile offenders shall be directed to make such requests in writing to the commanding officer of the precinct or specialized unit. If the request appears to be legitimate, the citizen may be furnished with the requested information.

#### 203.5 - 15 School incidents

Except for firearm offenses occurring in and around public or private schools in the city of Detroit, which shall be handled by the Gang Enforcement Section, the precinct in which the school is located is responsible for handling and investigating school incidents occurring at any school within their jurisdiction. Each precinct shall be responsible for working with the Security Section of the Board of Education and for notifying the proper commands within the department regarding school incidents in their precinct.

A school incident that requires immediate police assistance, i.e., outsiders inside the school, a disturbance in progress, arrests or detentions that are inevitable, etc., is classified as an emergency school incident. Emergency school incidents will be handled by police personnel assigned to that school, or by personnel who are dispatched to the scene. The Gang Enforcement Section shall be notified of any arrests and detentions made regarding firearm offenses occurring in and around public and private schools in the city of Detroit, and persons arrested or detained for said crimes shall be conveyed to the Gang Enforcement Section.

Rumor-type incident information coming to the attention of the Board of Education will be reported directly to the officer in charge of the precinct station desk at the concerned precinct who shall determine the appropriate action.

Department personnel, responding to or otherwise receiving information relative to school incidents of any nature, occurring in and around public or private schools in the city of Detroit, shall communicate all available details to the Gang Enforcement Section, as soon as possible. The name of the Gang Enforcement Section to whom the information is given shall be noted on the PCR with a copy of the PCR forwarded to the Gang Enforcement Section. Appropriate entries shall be made in the precinct's desk blotter.

#### 203.5 - 15.1 School incidents reported by citizens

Department personnel receiving a telephone call from a citizen concerning an emergency situation as described above, shall accept the information and then immediately contact the emergency service operator for police service.

When department personnel not assigned to the concerned precinct receives a request from a citizen concerning a rumored or potential school incident, they shall transfer the call to the concerned precinct. When an emergency service operator receives a call from a citizen concerning a rumored or potential school incident, the caller shall be given the telephone number of the concerned precinct and told to call that precinct, since the emergency service operator cannot transfer calls.

Calls received at the concerned precinct station from citizens reporting a rumored or potential school incident will be handled by the officer in charge of the precinct station desk who shall obtain all of the pertinent information from the citizen and shall then contact the principal or assistant principal of the concerned school by telephone to ascertain whether police service is actually needed. It will be the responsibility of the officer in charge of the precinct station desk to evaluate the situation and determine the best course of action for the department to follow.

If circumstances necessitate, the officer in charge of the precinct station desk shall notify the officer in charge of the precinct or the designated ranking officer that handles school situations, of the information received and the action taken. The officer in charge of the precinct station desk shall also make the appropriate entry in the desk blotter.

#### 203.5 - 15.2 School incidents reported by employees of the Board of Education

In emergency situations when an officer of the department is on the school premises at the time, the principal or assistant principal will attempt to locate the officer and inform the officer of the situation. If the officer is located and can handle the situation, the officer shall do so.

If the problem requires additional assistance, the officer shall request this assistance via radio. If the officer cannot be located quickly, the principal or assistant principal will personally call the emergency service operator request immediate police service. The zone dispatcher will notify the officer in the school of the problem and dispatch additional units, if the situation warrants it.

In emergency situations when no department personnel are on school premises, the principal or assistant principal shall call the emergency service operator and request immediate police service.

The officer in charge of the precinct station desk shall inform the officer in charge of the precinct of all calls received from Board of Education personnel regarding such rumored or potential incidents, and of any police action authorized. The officer in charge of the precinct station desk shall also make the appropriate entry in the desk blotter.

#### 203.5 - 15.3 Violations of city ordinances on school property

If feasible, a school official shall be notified before an individual is removed from the interior of any school building. If a juvenile is apprehended outside of the building such notification is not needed. Officers making arrests for violations of city school ordinances shall convey the defendant to the concerned precinct.

Officers acting on a school complaint must endorse, as a complainant, a school official or teacher who has personal knowledge of the incident. An officer may be a complainant only if the officer witnesses the violation.

When an adult is to be charged under a city school ordinance, the specific act of the violation shall be used. General terms, such as creating an improper diversion, etc., shall be avoided.



## Detroit Police Web Manual v2

**DIRECTIVE  
203.6  
SURVEILLANCE**

## 203.6 - 1 POLICY

The freedom to speak, dissent, write and publish, and to associate privately and publicly for any lawful purpose, without governmental interference or impairment, is a constitutional guarantee that is to be scrupulously honored by all members of this department. It is intended that surveillance shall be undertaken only in connection with the police department's law enforcement activities.

## 203.6 - 2 Prohibited acts

The police department shall not engage in the collection, indexing, maintenance or dissemination of information dealing with beliefs, opinions, association, or expressions of any individual, group or organization, except in connection with such law enforcement activities as it has under the charter and ordinances of the city of Detroit and the constitution and laws of the state of Michigan and the United States.

Surveillance or investigation which has as its purpose the collection, indexing or dissemination of the beliefs, opinions, attitudes, statements, associations and activities of persons, groups or organizations who are violating no law and who are not reasonably suspected of violation of law or a conspiracy to violate any law of the United States or any subdivision thereof, is prohibited.

## 203.6 - 3 Review of procedure

The chief of police shall conduct a thorough review of departmental procedures and practices to insure that the letter and spirit of this section are being complied with, and shall submit a quarterly written report to the Board of Police Commissioners promptly upon completion of such review.

## 203.6 - 4 Definition

As used in this section, the term "law" shall mean:

1. All statutes and ordinances, the enforcement of which is properly undertaken by the police department;
2. All orders and rules and regulations of the police department affecting its personnel and operations.

## 203.6 - 5 Fixed surveillance

The dual responsibility for conducting fixed surveillance in most instances shall be with East and West Customer Service Zones, and the commanding officer of the precinct or section establishing the surveillance operation. It is imperative that all members are trained in, and have a working understanding of, all the guidelines and procedures set forth in this section.

Before a fixed surveillance may be established in a business place, or in any place accessible to the general public, prior approval must be obtained from the division or precinct commander. If the appropriate commander is not immediately available, the highest-ranking officer on duty may approve an emergency fixed surveillance. In all cases where a fixed surveillance has been established, the concerned deputy chief

shall be apprised of such surveillance during normal working hours. The field duty officer shall be notified during all other hours.

When an officer is assigned to a fixed surveillance, a supervisor shall notify Communications Operations of the surveillance location and name of the command responsible for it. This notification shall be made prior to the establishment of a fixed surveillance or as soon as possible thereafter. Communications Operations shall notify the Notification and Crime Reporting Section of this information. Such notification shall also be made, at the termination of the surveillance operation. Supervisors shall consider the following criteria when selecting individual officers for surveillance operations.

1. **Mental Attributes:** Personnel selected should have perseverance and the capacity to wait for hours at a time while showing no signs of impatience or irritation. They should also be capable of performing effectively without close supervision.
2. **Physical Attributes:** When possible, supervisors should select members whose physical appearance is commensurate with the surrounding environment of the surveillance area. Such things as age, race, sex, and dress, should be considered.
3. **Past Experience:** Supervisors should utilize members who have exercised good sound judgment in the past and who have had previous experience in surveillance operations, whenever possible.
4. **Training:** Surveillance supervisors shall ensure that personnel assigned to surveillance operations have been instructed in the proper use of department approved surveillance equipment and weapons.

#### 203.6 - 5.1 Supervisory actions and responsibilities

A supervisor shall be designated as the officer in charge of the surveillance operation. To ensure continuity of operations and information flow, an alternate supervisor should be available in appropriate circumstances.

Upon receipt of information regarding a location where criminal activity is reported to be occurring, a wanted felon is being harbored, or criminal activity is expected, the supervisor shall carefully evaluate all information before establishing a fixed surveillance.

Before implementing procedures to establish a fixed surveillance, the supervisor shall survey the location. The supervisor shall determine personnel and equipment needs as well as their deployment.

A minimum of two (two-officer units) should be assigned to outside fixed surveillance area in a position where they can immediately responded if needed. No less than two officers shall be assigned to inside fixed surveillance.

In emergency surveillance, and in those instances where time is an important factor, such as in kidnapping, or a money drop, a fixed surveillance may be established by dispatching personnel directly to the location. Officers dispatched directly to a scene or coming upon a scene where they initiate a fixed surveillance shall contact the supervisor immediately. The supervisor shall respond directly to the scene and make a determination of whether the surveillance should be continued. If the supervisor determines that the surveillance should be continued, the survey sheet shall be completed at the earliest possible time prior to the end of the supervisor's tour of duty.

In addition, surveillance supervisors are responsible for the following:

1. **Visiting Surveillance Locations:** Generally, a supervisor shall visit the surveillance location and ensure that the officers are properly deployed and equipped. The supervisor shall park a reasonable distance away and inconspicuously approach or enter the surveillance location. In cases where it is advisable to keep the surveillance location free of activity, the supervisor may opt not to visit. When visiting or equipping surveillance locations, it is imperative that care be exercised to prevent disclosure to anyone in



the area that a surveillance is in operation;

2. Check of Fixed Surveillance: The officer in charge of a precinct or section shall assure that a supervisory officer of each surveillance team at each location makes a minimum of one check per shift. A supervisor may use any communication deemed applicable to check a surveillance team, but care and discretion must be used to prevent disclosure of the surveillance location. If procedures are used other than a physical visit, a pre-arranged code shall be used. The supervisor will ascertain the punctuality, alertness, preparedness and physical comfort of the officers and will give instructions, counseling and guidance to the surveillance team as the need arises;

3. Reviewing a Fixed Surveillance: After each eight-hour tour of duty, the surveillance supervisor shall report all pertinent information and observations to the officer in charge of the command supervising the surveillance operation. The officer in charge of such command shall review the supervisor's report to determine if the surveillance operation should be continued;

4. Fixed Surveillance Equipment: When vehicles are to be used in fixed surveillance, a vehicle of popular model and color shall be used. If possible, a change of vehicles shall be made each day.

In fixed surveillance situations where it is advantageous to use a backup vehicle, two officers shall man such vehicle. The backup vehicle shall make any necessary investigations away from the surveillance location. Also, if necessary, the backup vehicle shall be used to relieve other officers assigned to the surveillance operation.

The supervisor's survey will determine the type of weapons surveillance personnel will be armed with, in addition to their assigned or department approved handguns. Members shall adhere to department firearms procedures. In those instances where the officers are involved in a shooting incident, it shall be the responsibility of the officers involved to notify the dispatcher and protect the crime scene until a supervisor or investigator responds to the scene.

Each member assigned to a surveillance detail shall be equipped with a PREP radio if feasible. The PREP radios shall be issued with attached earphones. Surveillance vehicles shall be equipped with mobile radios.

All radio equipment shall be tested before and after personnel deployment to make certain the radio is functional.

If a telephone is available at the location of the surveillance, the number shall be given to all commands involved. When communicating by telephone, only the pre-arranged code shall be used. If the surveillance is being conducted at a business place during business hours, the surveillance code should be given to the owner or manager of the business when necessary for the owner or manager to identify the caller and for the owner's or manager's use in instructing employees who need to know.

When possible, minimize radio transmissions by relaying pertinent developments via telephone either to or from the surveillance team.

All personnel assigned to fixed surveillance details shall wear body armor. Body armor may be of the type worn under the shirt. When worn on top of the shirt, body armor shall be clearly marked "DETROIT POLICE" in bold letters across both the front and back of the armor.

All plainclothes members assigned to inside fixed surveillance details shall carry with them their badge and department issued identification and be prepared to identify themselves as required.

In certain situations, cameras should be available with the capability of taking distinct contrast photographs at both long and short range.

Binoculars should be used for long-range observations. This will allow the surveillance team to be farther away from the suspected location and still keep the location under close surveillance. Also, infrared scopes should be considered for night surveillance. When practical, closed circuit portable television shall be considered.

#### 203.6 - 5.2 Instructions

Instructions shall be given to police personnel, prior to any commitment of personnel, to minimize unusual activity at the surveillance location, except in circumstances where personnel are dispatched directly to the scene or in self-initiated fixed surveillance.

All participating police personnel will be thoroughly instructed by the supervisor as to the pertinent details of the surveillance, including the reason the individual is wanted, the individual's physical description, location of support personnel, action to be taken should the individual appear or be observed inside the surveillance location, etc. There will be no shooting inside the building where civilians are present, except in extreme circumstances.

Supervisors shall instruct members assigned to fixed surveillance details that a complete Activity Log, D.P.D. 250, shall be prepared for their tour of duty. Should the length of the surveillance operation necessitate deployment of a relief team, each relieving team shall prepare an Activity Log. The Activity Log shall be concise and shall include all unusual activities and pertinent observations throughout the surveillance operation. The officer in charge of the command, which is supervising the surveillance operation, shall review the Activity Logs at the end of each tour of duty. The logs shall be retained for a period of three years.

When police personnel are conducting surveillance in business places during business hours, the civilians affected shall be instructed as to the procedures to be followed in case a holdup or shooting occurs.

#### 203.6 - 5.3 Advising the patrol force

After a decision made to establish a fixed surveillance, the officer in charge of the precinct station desk shall ensure that the precinct's patrol force is notified at roll call and any necessary or special instructions shall be disseminated at that time. The communications supervisor shall be notified by telephone as to the pertinent surveillance information. When a fixed surveillance is established after roll call, precinct patrol personnel shall be notified via radio to contact their precinct station. A supervisor shall apprise them of the location and code number of the surveillance operation. All personnel aware of, but not assigned to, the surveillance operation should avoid that location unless otherwise directed.

#### 203.6 - 5.4 Radio runs to fixed surveillance locations

If a dispatcher receives information, which necessitates a radio run to a surveillance location, the dispatcher shall designate a patrol unit to dial the dispatcher's number. The patrol unit shall be informed as to the nature of the run and that the run is to be handled in a normal manner, but to be alert to the probability that someone may be attempting to determine if a surveillance is in operation at that location. The dispatcher shall then advise the surveillance team that a patrol unit will be responding to investigate the complaint.

#### 203.6 - 5.5 Operating procedures

All fixed surveillance shall have a code number assigned by a Communications Operations Section supervisor. Assigned personnel shall refer to the surveillance by code number only. Police radio scanners are easily available to the public, and assigning a code number will minimize the chances of revealing the nature and location of a surveillance.

All members shall adhere to department rules, regulations, and procedures regarding conduct. Officers,

when assigned to a fixed surveillance of a business place, shall not:

1. Prevent or interfere in any way with normal business conducted or the routine duties of employees except in the course of their assigned duties;
2. Use the telephone or other business facilities, unless necessary to receive or transmit information pertaining to their assigned duties, or
3. Become involved in other matters not related to their assignment except in extreme circumstances as set forth below.

Officers shall not leave surveillance assignments except under the following conditions:

1. When directed by a supervisor either in person, by radio or other approved means of communication;
2. When an officer becomes ill. In such cases the officer shall notify the officer in charge before leaving the assignment, or
3. When the officer observes a serious crime or has reasonable cause to believe that a serious crime is being committed, such as rape, murder, robbery, arson, or when the officer has been dispatched to an "officer in trouble" incident occurring in or near the assignment.

#### 203.6 - 5.6 Termination

If an arrest is made in pursuit of surveillance objectives, the surveillance will be maintained until a supervisor terminates it.

If the surveillance location is inside a building and there is no responsible adult to assume control, a supervisor will ensure that the assigned personnel properly secure it before leaving the location.

After the conclusion of each surveillance situation, the officer in charge of the surveillance operation and the commanding officer in order to determine the effectiveness of surveillance deployment and operating procedures shall conduct a debriefing and evaluation review. The officer in charge of the surveillance shall make a written summary report of the surveillance outcome on Inter-Office Memorandum, D.P.D. 568, which shall be forwarded through official channels to the concerned deputy chief for review.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**203.7**  
**ORGANIZED CRIME, VICE AND NARCOTICS**

## 203.7 - 1 POLICY

It is the policy of the Detroit Police Department to receive, process and investigate all organized crime, vice and narcotic complaints and to report information on matters of criminal intelligence as mandated by local, state and federal laws.

## 203.7 - 2 Licensed establishment inspections

Sworn members of the department shall make frequent inspections and observations of licensed liquor establishments and note the general conduct and conditions under which these businesses are being operated. For each inspection or observation, a single copy of the Routine Inspection Report - L.C.C. Licensed Establishments, D.P.D. 425, shall be completed. The report shall be retained by the precinct or section and on the first day of each month, each unit charged with making inspections and observations shall call the Liquor License Unit to report the total combined number of inspections and observations conducted during the previous month. Reports shall be retained by the precinct or section for ninety days.

## 203.7 - 3 Confiscated property

In liquor, gambling and vice cases, property shall not be destroyed or damaged willfully. Only that property used in conducting the illegal business or activity shall be confiscated. In the event large quantities of property are confiscated as evidence, the property shall be handled and processed in accordance with department property procedures.

Officers involved in such police activities must secure the premises when they leave. The owner of the premises, if he/she is not the occupant, should be informed of the police action and his cooperation shall be sought to prevent any resumption of the activities. In addition, a Preliminary Complaint Record (PCR), D.P.D. 108, shall include:

1. Type and weight of the controlled substance seized concerning narcotic violations;
2. If a vehicle is involved, a request that the vehicle be processed for forfeiture must be included in the PCR sent to the Forfeiture Unit.

## 203.7 - 3.1 Forfeiture

The Forfeiture Unit has the responsibility of receiving and processing all petitions for the confiscation of properties and or monies seized in accordance with the provisions of current state of Michigan forfeiture acts. The Forfeiture Unit is also responsible for the processing of all requests made by department entities for revenue sharing under the forfeiture provisions of Michigan's Narcotic Forfeiture Statute.

## 203.7 - 3.2 Liquor evidence

In cases involving suspected misbranded or adulterated alcoholic beverages, the confiscated beverage shall be sent directly to the Michigan Liquor Control Commission for analysis.

Liquor seized in connection with a court case shall not be delivered to the Liquor Control Commission until

final disposition is made of the case, and then shall be delivered only through the Asset and Inventory Control Section.

#### 203.7 - 4 Pandering violations

When a person is arrested for pandering a copy of the PCR shall be delivered to the Vice Section.

The Vice Section shall be responsible for processing the case. If the police witness is a juvenile, the Gang Enforcement Section shall be notified.

Persons wishing to make pandering complaints shall be advised to appear at the Vice Section, during normal business hours. In addition, the member or employee advising the complainant shall prepare a PCR on information, which shall be forwarded to the Vice Section.

#### 203.7 - 5 Obscenity violations

The Vice Section shall be notified when an officer has information regarding:

1. Indecent, obscene or risqué performance of any nature, including "smokers" or "stag parties;"
2. Any immoral, indecent or obscene display or advertising;
3. The existence of pornographic, indecent or obscene pictures, books, articles, or other material.

Due to the complexity of elements necessary for the successful prosecution of such cases, officers should not attempt to make arrests or seize material until the Vice Section has advised them.

#### 203.7 - 6 Liquor violations

##### 203.7 - 6.1 By minors

No person under the age of 21 years shall purchase or knowingly possess, transport, or have under his control in a motor vehicle any alcoholic beverage. This shall not apply to persons who are employed by licensees and who possess, transport or have under their control such alcoholic beverages during regular working hours and in the course of their employment. Further, any adult who shall knowingly sell, give or furnish a minor with any alcoholic beverage shall be presumed to be in violation of the state law concerning furnishing alcoholic beverages to a minor.

All violators may be arrested and conveyed to the precinct station if the violation is an arrestable offense.

##### 203.7 - 6.2 Reporting complaints

Any complaint relative to liquor, gambling or vice activities coming to the attention of a member shall be reported to the officer in charge of the precinct station desk on a PCR.

##### 203.7 - 6.3 Reporting MLCC violations

The Vice Section shall have the responsibility of gathering and recording information relating to liquor, gambling, and vice activities and disseminating this information to the appropriate command of this department. All members shall submit one copy of any PCR, which contains information relative to liquor, gambling and vice activities (including arrests) to the Vice Section.

## 203.7 - 6.4 Violations involving licensed liquor establishments

When a commanding officer receives a write-up concerning a violation in a licensed liquor establishment, the commanding officer shall complete Violation Report, L.C. 600, in triplicate. Details of the violations shall be recorded on the front of the form. On the reverse side shall be recorded the names and addresses of all witnesses and a brief statement from each witness, including officers. All evidence confiscations shall be listed in the space provided. The green and pink copies shall be forwarded to the Organized Crime and Gangs Division. The yellow copy shall be retained at the precinct.

The Organized Crimes and Gangs Division shall forward the pink and green copies to the Vice Section after approval. The green copy shall then be sent to the Liquor Control Commission together with any other necessary information. The Vice Section shall retain the pink copy.

When a commanding officer files a violation complaint against a licensed liquor establishment outside the command, the commanding officer shall forward a copy of the Violation Report, L.C. 600, to the commanding officer of the precinct in which the establishment is located

## 203.7 - 6.5 License violation warnings

Rather than referring the report of a violation by a licensed liquor establishment to the Liquor Control Commission, the commanding officer may recommend that a warning be issued to the licensee. In this case, the commanding officer may wish to interview the licensee and/or consult with the officer who made the report. The commanding officer shall prepare a report on an Inter-Office Memorandum, D.P.D. 568, stating the violation allegations, recommendations, and the reason for not referring the matter to the Liquor Control Commission. A copy of the report shall be forwarded to the Commander, Organized Crime and Gangs Division.

## 203.7 - 7 Reports

## 203.7 - 7.1 Activity Log - Liquor, Vice and Gambling D.P.D. 63

Two copies of the Activity Log - Liquor, Vice and Gambling, D.P.D. 63, shall be prepared daily by each morality crew, reporting all activities pertaining to liquor, gambling and vice law enforcement.

Entries shall include the time and place of each incident, the name of the investigating officer, and the name, age, sex, race and address of the person investigated or arrested. When a person is arrested at a location, other than on the street, a complete description of the property in which the person was arrested shall be included in the report. These activities shall be listed chronologically and the following detailed information shall be included:

1. Liquor activities, including routine inspections of licensed establishments, visits observing for violations in licensed establishments, attempted buys in unlicensed establishments, visits to suspected unlicensed establishments, observations of suspected blind pigs, persons investigated on the streets, arrests and raids in detail (if a violation notice is issued against a liquor licensee, a brief synopsis of the violation shall be given);
2. Gambling activities, including attempted bets, visits to suspected gambling establishments, persons investigated on the streets, arrests and raids;
3. Vice activities, including places visited with "No Action," observations of suspected disorderly houses, persons investigated on the streets, arrests and raids;
4. Miscellaneous activities, including persons investigated, arrests, and other action taken.

Any money spent will be listed in the summary of activities following the description of the activity for which it was used. The amount spent, the name of the person spending the money, and the purpose for which the money was spent will be indicated. Expenses will then be totaled by category and listed in the recapitulation.

When completed, the report shall be signed by each member of the morality crew participating in the reported activities by the precinct commanding officer or a designated officer. The original of the report shall be forwarded to the Vice Section and one copy shall be retained by the commanding officer of the precinct.

#### 203.7 - 7.2 Daily summary report

Each Precinct Special Operation Unit shall also complete and attach a summary of all activities reported on the Activity Log - Liquor, Vice and Gambling, for each 24-hour period, to include the number of crews operating in that 24-hour period. The original summary shall accompany the original activity report, and copies of the summary shall be attached to copies of the activity report for distribution.

#### 203.7 - 7.3 Summary of Liquor, Gambling and Vice Activities, D.P.D. 419

Using information obtained from the Activity Log - Liquor, Vice and Gambling, a Summary of Liquor, Gambling and Vice Activities, D.P.D. 419, shall be submitted monthly. The original shall be forwarded to the commanding officer of the Vice Section. In addition, one copy shall be forwarded to the concerned deputy chief and one copy shall be retained by the commanding officer submitting the report.

#### 203.7 - 8 Court procedures

##### 203.7 - 8.1 Precinct court file book

Each precinct shall maintain a court file book containing the following information on all liquor, gambling and vice arrests when a warrant is to be requested: date, defendant's name (last name first), precinct court file number, charge, officer in charge of case, where arrested, and disposition.

The court file numbers will be issued chronologically by precinct. A court file number shall be assigned to each case with the exception of those involving multiple defendants. In these instances, each case shall have the same court file number. In all cases, the court file number shall be recorded on the front of the Court Case Envelope, D.P.D. 532.

##### 203.7 - 8.2 Certifying liquor related court dispositions

The Michigan Liquor Control Commission requires certification of court dispositions prior to conducting hearings on liquor license violations. Therefore, it is necessary to follow the procedure listed below for those cases, which are processed through 36th District Court, Criminal Division or 36th District Court, Traffic and Ordinance Division and subsequently heard before the Michigan Liquor Control Commission.

##### 203.7 - 8.3 36th District Court, Traffic and Ordinance Division

In the event a member issues an Ordinance Violation Notice in conjunction with the preparation of the Liquor Control Commission Violation Report, LC 600, the certification of Court Disposition, D.P.D. 44, shall be sent to the Liquor License Unit, through official channels, immediately after a disposition of the ordinance violation has been rendered by 36th District Court, Traffic and Ordinance Division. The officer who issued the Ordinance Violation Notice shall prepare the form.

If the ordinance violation case is adjourned, the officer shall prepare an Inter-Office Memorandum, D.P.D. 568, stating that the case was adjourned and indicate the new trial date. The original copy of the memorandum shall be forwarded to the commanding officer of the Liquor License Unit and the first copy

shall be forwarded to the precinct involved. The memorandum shall contain the name and address of the liquor establishment as well as the name and address of the defendant.

It shall be the responsibility of the officer who issued the Ordinance Violation Notice to make certain that the certification of court disposition form is prepared and forwarded to the Liquor License Unit.

#### 203.7 - 8.4 Certification of court disposition

In liquor cases involving 36th District Court, Criminal Division and 3rd Circuit Court, the officer in charge of the case shall prepare the certification of court disposition. If the case is adjourned, an Inter-Office Memorandum shall be prepared and distributed as indicated above.

After a verdict has been rendered in the case, it is not necessary that the officer in charge of the case be present on the scheduled sentencing date to obtain the sentence of the court, the court seal and the signature of the court clerk. Rather, the officer in charge of the case shall deliver the partially completed form to the commanding officer of the Liquor License Unit and inform the commanding officer of the sentence date. The commanding officer of the Liquor License Unit shall assign an officer of the unit to appear in 36th District Court, Criminal Division or 3rd Circuit Court on the business day following the date of sentencing to obtain the above information.

The assigned officer shall report to Room G-6 for misdemeanor cases, or to Room 902 for felony or high misdemeanor cases, and shall obtain the sentence in the case as well as the endorsement of the clerk who will stamp the Certification of Court Disposition form with the court seal.

#### 203.7 - 8.5 Distribution

After the court has rendered its disposition and imposed sentence, the designated member shall complete the certification of court disposition. The form must then be stamped and signed by the court clerk. Under no circumstances shall members present incomplete forms for signature and stamping. Members shall then deliver the form (either in person or through department mail) to the commanding officer of the Liquor License Unit. The commanding officer of the Liquor License Unit shall then mail the original form to the Licensing and Enforcement Division of the Michigan Liquor Control Commission. The first copy shall be retained in the file maintained by the Liquor License Unit. The second copy shall be forwarded to the precinct in which the initial offense occurred for filing in the precinct liquor file. The clerk of the court for the court file shall retain the third copy.

In the event a case is dismissed in either 36th District Court, Criminal Division, 3rd Circuit Court, or 36th District Court, Traffic and Ordinance Division, it is necessary that this information be indicated on the Certification of Court Disposition in the space provided for "Sentence Imposed" on the form.

#### 203.7 - 9 Narcotic related activity

It is the responsibility of all department members to enforce the provisions of the Controlled Substances Act where there exists reasonable and probable cause to believe that a violation has been committed; and to properly report all alleged narcotic related activities coming to their attention.

Whenever a citizen contacts any command within the department, whether by letter, telephone, walk-in or by any other means, with information concerning alleged narcotic-related activity; or whenever a member otherwise becomes aware of alleged narcotic-related activity which does not necessitate immediate action, the member receiving or having knowledge of such information shall prepare a Narcotic Activity Form, D.P.D. 11A (Rev. 5-85). The member having initial contact shall accept all narcotic-related information. Under no circumstances shall any person offering such information be referred to the Narcotics Section or to any other command. However, if circumstances necessitate prompt action, the concerned member shall immediately contact the Narcotics Section.



When the alleged narcotic-related activity is reported, the member receiving the information shall obtain the Narcotic Activity Log number from the precinct of occurrence and place that number in the box designated for it at the top of the Narcotic Activity Form. The form shall be prepared in duplicate. The original shall be forwarded to the Narcotics Section and the copy shall be forwarded to the precinct of occurrence.

#### 203.7 - 9.1 Narcotic Activity Log Book

Each precinct commander will maintain a logbook to account for each Narcotic Activity Form, D.P.D. 11A (Rev. 5-85), prepared where the alleged narcotic activity occurred in that precinct. This logbook must contain the following information:

1. Precinct, year, and indexed log number, i.e., 11-02-22;
2. Location of activity;
3. Date the complaint was received;
4. Officer and command receiving the information;
5. Disposition - interim and final.

The Narcotics Section will forward to each precinct commanding officer the status on all open complaints, giving the action taken, results, and dispositions on a monthly basis. Included in the status report will be those locations of alleged narcotic trafficking coming to the attention of the Narcotics Section.

Commanding officers shall use the monthly status report to update their precinct Narcotic Activity Log Book.

#### 203.7 - 10 Raids

A raid is a pre-planned, concerted effort by members of the department to affect the arrest of persons engaging in illegal activity on the premises of some property or to seize contraband and/or other property in regard to such activity by virtue of a search warrant. Raids shall be properly supervised and conducted in accordance with the law, existing department rules, regulations and procedures relating to arrest, search and seizure, safeguarding of evidence and security of prisoners.

In every raid, a supervisor shall act as the raid commander. The raid commander shall have the authority and responsibility to formulate a specific plan to achieve the objective of the raid and shall personally supervise the raid. He shall issue all orders and make any necessary adjustments in the plan.

#### 203.7 - 10.1 Simplicity

In making plans for a raid, it must be remembered that no matter how thorough the plan is, in all likelihood the actual raid may not develop as originally expected. The behavior of a subject to be arrested or some other factor beyond the control of the raiding party may necessitate a change in plans.

It is for this reason that while a raid plan must be made to accomplish certain objectives, the plan should be as simple as possible. In developing the strategy and plan of attack for a raid, a sound policy is to make the plan simple enough that the least experienced member participating can understand all phases of the operation. Each plan must, of necessity, be complete enough to handle foreseeable developments as the raid progresses.

## 203.7 - 10.2 Speed

Within the limits of safety, speed is vital to the successful execution of a raid. Speedy movement by the members may well complete the apprehension of a subject before he can undertake any counteraction such as disposing of narcotic evidence. A properly executed arrest or raid places the subject on the defensive and gives the arresting officer a definite advantage. Speed affords greater safety to the participating members in that it gives occupants of the premises little or no chance to make plans of their own. Coordination is essential; however, all members who participate should be given specific assignments, which they completely understand and are competent to handle.

## 203.7 - 10.3 Surprise

The purpose of surprise in any raid or arrest situation is to catch the subject off balance, to move in on him when he least expects it, and to thus minimize his chances of escape, opportunity to destroy evidence or, put up armed resistance.

## 203.7 - 10.4 Safety

In any police operation, emphasis must be placed upon the safety of the public, department members, and involved subjects. Raid situations necessitate the carrying of firearms and frequently it is necessary to use them. However, the raid commander, by careful planning and deployment of personnel, can minimize the risks. Participating members must use all possible caution to reduce the hazard of injury or death to themselves, to other members or innocent persons. In order to ensure that participating members are readily identifiable as police officers, those who are not in police uniform should wear their badges pinned to their outer garment.

## 203.7 - 10.5 Raid location

The location of the proposed raid must be determined accurately. This is especially important if a search warrant is to be obtained. Members must have the correct street address, and a physical description of the building, e.g., single home, two family flat, apartment building, apartment number if any, color of the building, whether of brick or frame construction and any unusual characteristics such as a porch.

If possible, a floor plan should be obtained of the premises to be raided. These may be obtained from city offices or utility companies. If not, some relevant information may be obtained from informants, neighbors, landlords, etc.

A surveillance of the raid site and surrounding area should be conducted prior to the raid in order to familiarize officers with the physical layout of the building, the proximity of other buildings, avenues of escape, presence of dogs, cover for officers and other pertinent information.

## 203.7 - 10.6 Amount of personnel

The number of members necessary to properly and safely conduct a raid shall be determined by the raid commander after he/she has considered the number of persons to be arrested, the size of any premises to be searched, resistance which may be encountered, weapons which may be on the premises, and other pertinent factors.

## 203.7 - 10.7 Briefing personnel

Prior to conducting the raid, the raid commander shall assign participating members to specific tasks and shall brief them on their duties. The raid commander shall make certain each officer knows their own function and that of other members of the raiding party. All members involved in the raid should be readily identifiable to each other and all should know the raid commander by sight and voice. If desirable, and if

evidence or safekeeping, as the case may require. If the person is not cooperative, he/she should still be required to accompany members during the room-by-room search after the location had been declared secure. The cooperation of the person in charge of the premises shall also be sought by the raid commander in locating any evidence to be seized, whether by authority of a search warrant or otherwise. If such cooperation cannot be obtained or it cannot be determined who is in charge of the premises, members shall proceed with the search as previously planned.

Members in the handling of suspected narcotics and other contraband and/or property shall exercise care because the containers or the substances themselves may have been treated with corrosive agents. Any member who comes in contact with such an agent, or so believes, shall report to Detroit Receiving Hospital as soon as possible for treatment.

If time and circumstances permit, a previously designated evidence officer or officers shall mark and maintain custody of any evidence. Prior to marking any money as evidence, the evidence officer shall count the money to verify the original count of the seizing member. The evidence officer shall note the location on the premises from which the evidence is taken. Evidence shall be placed into appropriate containers according to department regulations.

#### 203.7 - 10.18 Counting the money

If at all possible, any money, which is seized for either evidence or safekeeping, shall be counted immediately in the presence of a supervisor and the person from whom it is taken. If taken from a location on the premises, and a person has been identified as being in charge of the premises, the money should be counted in the person's presence.

Prior to marking any money as evidence, the evidence officer shall count the money to verify the original count made by the seizing member. The Evidence or Safekeeping Tag shall contain the signatures of all officers who count the money. After counting, the amount shall be entered on an Evidence or Safekeeping Tag and the person from whom the money was taken or the person in charge of the premises shall be asked to sign in the space provided on the tag to indicate that the amount is correct. If no Evidence or Safekeeping Tag is immediately available, the money shall be put into an envelope and the amount shall be written in ink on the envelope.

The supervisor and the person witnessing the counting shall then sign their names on the envelope underneath the amount. If it is not possible to immediately count any seized money, it shall be immediately put into an appropriate container and carefully guarded for later counting when circumstances permit.

#### 203.7 - 10.19 Final acts on premises

Members shall try to determine from another occupant whether there is some responsible person to leave in charge of the premises. If so, members will make appropriate arrangements.

If contraband or other property has been seized under authority of a search warrant, a tabulation of such property must be made on the premises. A copy of the search warrant and a copy of the tabulation shall be given to the person in charge of the premises or, if this is not practicable, the copies shall be left on the premises.

Prisoners and any seized property shall be conveyed to the designated precinct station or to the Headquarters Building. Any photographs, which are deemed necessary, shall be taken.

If it is not possible to locate a person to leave in charge of the premises, members shall secure or lock doors before leaving. If necessary, broken or damaged doors may be nailed shut. The Communications Operations Section shall be notified that police personnel have left the premises.

## 203.7 - 10.20 Raid reports

Upon arrival at the precinct station or the Narcotics Section, the raid commander shall ensure that necessary reports are made.

## 203.7 - 11 Prisoners arrested for narcotic related offenses

The arresting officer shall complete the Interrogation Record, D.P.D 342, for all persons arrested for Violation of the Controlled Substance Act and shall be responsible for forwarding same with their PCR to the Narcotics Section Prisoner Processing Unit.

Prisoners charged with offenses other than Violations of the Controlled Substance Act but including Violations of the City Controlled Substance Code who are believed to be, or admit to be, dependent on narcotic drugs shall be questioned sufficiently to complete the portion of the Interrogation Record, D.P.D 342, titled, "For Use in Narcotic Cases". A copy of the Interrogation Record and PCR shall be forwarded to the Narcotic Section who shall be responsible for maintaining files on such persons and notifying the Detroit Board of Health as required by law.

## 203.7 - 12 Marijuana violations – small amounts

Officers having occasion to affect an arrest for possession of marijuana shall contact Narcotics Section, Prisoner Processing Unit, who will determine the validity of the arrest and the appropriate charge. The marijuana shall be placed into evidence and conveyed to the Narcotics Section, Prisoner Processing Unit, along with the original PCR by the confiscating officer. The Narcotics Section will identify and weigh the substance and furnish the officer with a copy of the Preliminary Analysis Report. If the charge is determined to be a misdemeanor, a traffic warrant request shall be prepared and conveyed to the Narcotic Section, Prisoner Processing Unit.



## Detroit Police Web Manual v2

**DIRECTIVE  
203.8  
CRIME ANALYSIS****203.8 - 1 POLICY**

The Detroit Police Department's policy is to provide accurate, timely and pertinent information relevant to crime patterns, and to assist operational and administrative personnel with planning and deployment of resources in order to prevent and suppress criminal activities.

**203.8 - 2 Definition****Crime Analysis**

A set of systematic, analytical processes directed at providing timely and pertinent information relative to crime patterns and trend correlations to assist operational and administrative personnel in planning the deployment of resources for prevention and suppression of criminal activities and increasing apprehensions and clearance of cases.

Crime analysis aids the investigative process to increase apprehension and case clearances. The function supports patrol, traffic, investigations, crime prevention, and administrative functions.

**203.8 - 3 Technical Support (Crime Analysis)**

Technical Support (Crime Analysis) provides statistical and analytical support to the various entities within the department. Data is gathered from department computers (e.g., offense reports), other law enforcement agencies and personal contact with members of this department. This data is collated into targeted crime categories (e.g., sex crimes, armed robbery). Offender descriptions and Modus Operandi are evaluated and developed into patterns, which are then disseminated to the appropriate personnel. Technical Support (Crime Analysis) is responsible for the following:

1. Developing an up to date, automated information system that can be applied to the analysis of crime patterns and trends with the city of Detroit. This computer system includes police reports, persons arrested, and parolee information, and the forecasting of probable crime patterns based upon analysis of reported incidents;
2. Developing an up to date, automated information system that can be applied to all computerized mapping systems. This includes the closed mapping systems open to department members, citizen mapping, as well as any specialized requests;
3. Creation and maintenance of documents pertaining to the COMPSTAT (Computer Statistics) process;
4. Creation and maintenance of statistical data relating to crime and crime trends. In addition, Technical Support (Crime Analysis) is responsible for liaison with the public for statistical requests;
5. Tracking of major and violent crime trends and patterns citywide;
6. Maintaining liaison with various commands of the department, local, state, and federal agencies, as well as private or public institutions as it relates to specific areas of criminal activity or the efficient deployment of resources;

7. Issuing circulars to the appropriate commands after analyzing specific crime trends.

#### 203.8 - 3.1 Dissemination of information

Technical Support (Crime Analysis) also prepares weekly statistical packages for department members. These summaries include historical comparisons of the seven major crime categories:

1. Assault;
2. Breaking and entering;
3. Larceny;
4. Rape;
5. Robbery;
6. Homicide;
7. U.D.A.A.

These comparisons are based on geographical areas (precincts) within the city of Detroit. The crime analysis summary packages include data on departmental staffing levels, request for service (911 calls), calls for service response times, arrest trends, evidence technician usage, investigative unit workloads and any other data deemed to be appropriate.

#### 203.8 - 3.2 Geographic Information Systems (GIS)

Geographic Information Systems (GIS) is a mapping system that is capable of functionally performing tasks ranging from automated crime mapping to providing management support for personnel redeployment. Through the virtual maps that can be created using GIS, problem solving projects can be greatly enhanced by the overlaying of disparate data sets to form a more complete picture of a particular community. A more customized analysis can be performed using this technology. This can assist in building the partnerships needed to be successful in community policing initiatives.

Technical Support (Crime Analysis) provides maps and information to community groups, individuals, and other police and government agencies. Technical Support (Crime Analysis) will also assist individual commands in customized statistical reports if requested.

#### 203.8 - 4 COMPSTAT (COMPUTERIZED STATISTICS)

##### 203.8 - 4.1 Accurate and timely intelligence

If the police are to respond effectively to crime and to criminal events, officers at all levels of the organization must have accurate knowledge of when particular types of crimes are occurring, how and where the crimes are committed, and who the criminals are. The likelihood of an effective police response increases proportionally as the accuracy of this criminal intelligence increases.

##### 203.8 - 4.2 Effective tactics

Effective tactics are prudently designed to bring about the desired result of crime reduction, and they are developed after studying and analyzing the information gleaned from our accurate and timely criminal

intelligence. In order to avoid merely displacing crime and quality of life problems, and in order to bring about permanent change, these tactics must be comprehensive, flexible, and adaptable to the shifting crime trends we identify and monitor.

#### 203.8 - 4.3 Rapid deployment of personnel and resources

Once a tactical plan has been developed, an array of personnel and other necessary resources are promptly deployed. Although some tactical plans may involve only patrol personnel, for example, experience has proven that the most effective plans require that personnel from several units and enforcement functions work together as a team to address the problem.

#### 203.8 - 4.4 Relentless follow-up and assessment

As in any problem-solving endeavor, an on-going process of rigorous follow-up and assessment is absolutely essential to ensure the desired results are actually being achieved. This evaluation component also permits the department to assess the viability of particular tactical responses and to incorporate the knowledge gained in subsequent tactics development.



## Detroit Police Web Manual v2

<b>Series</b> 200 Operations	<b>Effective Date</b> 05/02/05	<b>Review Date</b> 05/02/06	<b>Directive Number</b>
<b>Chapter</b> 203 - Criminal Investigations			<b>203.9</b>
<b>Reviewing Office</b> Risk Management Bureau			<b>New Directive</b>
<b>References</b> CALEA 1.2.3; 42.2.1; 42.2.2; 44.2.3			<b>Replaces</b>
Chief of Police Ella M. Bully-Cummings			

**CUSTODIAL QUESTIONING****203.9 - 1 PURPOSE**

To provide Detroit Police Department (DPD) officers with guidelines and procedures and to define the limitations of authority for conducting custodial questioning.

**203.9 - 2 POLICY**

It is the policy DPD that:

- The conduct of officers during citizen contacts and custodial questioning shall be objective and comply with all constitutional requirements, applicable state law, and strictly adhere to this department's investigative procedures;
- All custodial and/or non-custodial questioning shall be documented to reflect the content and circumstances.

**203.9 - 3 Definitions****203.9 - 3.1 Citizen Contact**

A face-to-face communication between an officer and a citizen for purposes of asking questions or gathering information of an official nature under circumstances in which there is a lack of reasonable suspicion to detain or probable cause to arrest. Contacts differ from detentions or arrests in that "citizen contacts" do not involve the "seizure of persons" within the meaning of the 4th Amendment and, therefore, the person contacted has a legal right not to produce identification or answer any questions and is free to leave at any time.

**203.9 - 3.2 Conveyance**

Any instance when the DPD transports a non-DPD employee for any purpose.

**203.9 - 3.3 Custody**



For the purpose of this Directive a custodial situation exists when an officer tells a suspect that he or she is under arrest. A functionally equivalent situation exists when a "reasonable person" in the suspect's situation would feel that his or her freedom of action has been restricted to the same degree as a formal arrest.

#### 203.9 - 3.4 Interrogation

An interrogation includes direct questioning, as well as any words or conduct by the police or on behalf of the police that may elicit an incriminating response from the suspect about a crime, as well as any words or actions by the officers that the officers should know is reasonably likely to elicit an incriminating response from the suspect.

#### 203.9 - 3.5 Interview

An interview, as opposed to an interrogation, is any consensual conversation with a witness, victim or citizen, for the purpose of gathering information about a matter under investigation. In the absence of reasonable suspicion or probable cause, interviews are consensual encounters and the person is free to leave at any time and is not required to produce identification or answer any questions.

#### 203.9 - 3.6 Material Witness

A witness subpoenaed to testify in a criminal case.

#### 203.9 - 3.7 Seizure or Detention

Any restriction on the liberty interest of an individual. A seizure occurs when an officer's words or actions convey to a reasonable person that he or she is not free to leave.

### 203.9 - 4 Procedures

#### 203.9 - 4.1 Citizen Contacts – General

It is important to distinguish between a "citizen contact" and a "Terry Stop" which is also referred to as an "investigative stop" or an "investigative detention." A police officer may only conduct a "Terry Stop" based on reasonable suspicion to detain a person. **Even when there has been an investigative detention based on reasonable suspicion of criminal activity, the right to frisk does not automatically follow. Because the terms "stop and frisk" are so often used together in the single phrase "stop-and-frisk," it is often assumed that a legal "stop" automatically justifies a "frisk." This is not the law. Only if the person stopped is reasonably believed to be "armed and presently dangerous to the officer or others" may a frisk be conducted and this must be based on articulable facts that justify that belief. Not only must there be reasonable cause to stop, there must be separate, articulable reason to frisk.** [Refer to Directive 202.2 (Search and Seizure)].

**In the absence of reasonable suspicion which is necessary to detain a person, or probable cause which is necessary to arrest a person, "citizen contacts" are consensual encounters, and the person is free to leave at any time and is not required to produce identification, answer any questions, or to cooperate with an officer.**

#### 203.9 - 4.2 Grounds for Citizen Contacts

1. Citizen contacts may be initiated by an officer when the officer believes that it may serve the interests of a police investigation, inquiry or legitimate police business. Officers may initiate a citizen contact in any place the officer has a legal right to be (e.g., public places);

2. Officers may only initiate contacts for legitimate police related purposes. Officers shall not use contacts as a pretextual basis so as to intimidate, harass or coerce citizens;
3. Officers must keep in mind that citizen contacts are based on the assumption that the citizen is not under any reasonable suspicion of criminal activity. Officers shall not use force or coercion to require a citizen to stop or respond to questions absent any other legal reason;
4. Refusal of a citizen to cooperate (e.g., not answering questions) cannot be used as the basis for turning the "contact" into an "investigative stop" or an "investigative detention."

## 203.9 - 5 Interviews

### 203.9 - 5.1 General

1. Interviews are consensual citizen contacts and are a critical component of a police investigation. Most interviews are conducted with victims, complainants, and witnesses to a criminal act. Whenever practicable and appropriate, interviews of complainants and witnesses shall be conducted at sites and times convenient for them, including at their residences or places of business;
2. When a person has not been arrested or otherwise taken into custody in a manner that restricts the person's freedom or ability to leave or to discontinue the conversation, officers may ask whatever questions are necessary and pertinent. Such interviews are non-custodial and the person being interviewed is free to discontinue the conversation and may leave at any time.

### 203.9 - 5.2 Material Witnesses

Under Michigan law, only a court has the authority to decide whether an individual is a material witness, and whether that material witness should be committed to a holding facility pending his or her testimony. Refer to Training Directive #04-01 (Confinement of Material Witness).

### 203.9 - 5.3 Conveyances

1. No individual shall be conveyed by any DPD member without probable cause to arrest or the individual's consent;
2. A citizen may only be conveyed (e.g., police facility) for the purpose of an interview if the citizen consents to the conveyance.

## 203.9 - 6 Custodial Statements

### 203.9 - 6.1 General

1. Whenever a person is in custody **and** the officer intends to question the person about incidents, actions or conduct which is criminal in nature, then officers shall administer to the person in custody his or her Miranda Warnings;
2. Even if no direct questions are asked of a person that is in custody, if the officer engages in any conduct that is the "functional equivalent" of questioning, Miranda will be found to apply. For example, a statement made to another officer, in the presence or within the hearing of the suspect, the purpose of which is to elicit an incriminating statement from the suspect, constitutes interrogation;
3. In deciding whether Miranda Warnings are required, the fact that the police investigation has (or has not) "focused" on that suspect is irrelevant;
4. A person may waive Miranda and make a voluntary statement;
5. If an attorney contacts any member and states he or she is representing any suspect, verify with the suspect that in fact the attorney is representing him or her, prior to allowing the attorney to be present during interrogation;
6. If a family member of a suspect states that he or she has retained an attorney, the suspect must be informed about the availability of the attorney prior to conducting an interrogation. People v. Bender, 452 Mich. 594 (1996).

**203.9 - 6.2 Juveniles**

1. Juveniles have the same Miranda rights as adults;
2. Juveniles may waive their Miranda rights and make a voluntary statement, and may do so without a parent or guardian being present. In the absence of a parent or guardian, a juvenile may be questioned and may provide statements, if reasonable assurances can be made (and documented) that the juvenile fully understands his or her constitutional rights;
3. The juvenile and parent or guardian, if present, shall be advised of the juvenile's Miranda rights prior to interrogation. If prior to, or during questioning, the juvenile or his or her parent(s) or guardian expresses the desire to speak with an attorney, all questioning shall cease;
4. Any custodial interrogation of juveniles about offenses that they may have committed will normally be done by only one member. Two members may question the juvenile in the event of special circumstances, extremely serious offenses, or at the direction of a Command Officer;
5. During the custodial interrogation, members will make every effort to explain, in detail, the procedures of the department regarding the arrest and/or the detention of juveniles, as well as any aspects of the juvenile justice system that are relevant to the situation at hand. Explanations will be offered both to the juveniles and, if present, to their parents or guardian.

**203.9 - 6.3 Contacts not Requiring Miranda**

1. Courts have found the following situations do not require Miranda Warnings:
  - a. Investigatory stop or a stop and frisk ("Terry Stop");
  - b. Routine traffic stop;
  - c. During routine questioning at the scene of an accident or crime when the questions are not intended to elicit incriminating responses;
  - d. Identification procedures during detainee booking or conducting a line-up;
  - e. During voluntary appearances at a police facility (as long as the person is free to leave); and
  - f. When statements are made spontaneously, voluntarily, and without prompting by members.  
(**Note:** Follow-up questions that exceed simple requests for clarification of initial statements may require Miranda Warnings).

**203.9 - 6.4 Public Safety Exception**

When an officer urgently needs information from a suspect because lives are in imminent danger, officers may delay giving Miranda Warnings until the officers have received information sufficient to dispel the emergency. A genuine, life-threatening emergency must exist.

**203.9 - 6.5 Misdemeanor Crimes**

There is no misdemeanor crime exception to the Miranda requirement. Miranda Warnings are required, no matter how minor the crime.

**203.9 - 7 Documentation****203.9 - 7.1 Member's Responsibilities**

1. All officers shall notate on their Activity Log (DPD 250) and document on a Crisnet Contact Form and a Case Report the content and circumstances of all citizen contacts, interviews, interrogations, and conveyances during the shift the citizen contact interview, interrogation or conveyance occurred;
2. The Officer in Charge (OIC) of a case or an investigation, shall notate on their Investigator's Log (DPD 250a) and document on a Witness Statement form (DPD 103), if applicable, the content and circumstances of all citizen contacts, interviews, interrogations, and conveyances during the shift the citizen contact interview, interrogation or conveyance occurred;
3. The circumstances surrounding the conduct of interrogations and recording of confessions shall also be documented. This includes, but is not limited to:
  - a. Location, date, time of day;
  - b. The identities of officers or others present;

- c. Questions asked, suspect responses and waivers provided, if any;
4. All Internal Controls Division (ICD), Office of the Chief Investigator (OCI) and Critical Firearms Discharge Investigations, shall include in-person video or audiotape recorded interviews of all complainants, witnesses, and involved DPD officers. In all other cases, investigative officers are encouraged to use D-PD video and audio recording capabilities for purposes of recording statements and confessions.

#### **203.9 - 7.2 Reviewing Supervisor Responsibilities**

1. A supervisor shall review all Crisnet Contact Forms and Case Reports upon submission by members of their command. The supervisor's acknowledgment on the member's Case Report indicates that he or she has reviewed the Crisnet Contact Form and the Case Report, including all instances where a member under his or her command has interviewed, interrogated or has made a conveyance during the member's just concluded tour of duty;
2. The reviewing supervisor shall document on a Witness/Identification and Questioning Form (UF-005) all instances in which there were EXCEPTIONS to this department's witness identification and questioning policies identified during the review in which:
  - a. There was a seizure of an individual without reasonable suspicion, probable cause, or consent;
  - b. There was a seizure of an individual in which the scope and duration were not narrowly tailored to the reasons supporting the police action; and
  - c. An individual was conveyed to another location without probable cause or the consent of the individual;
3. The Witness/Identification and Questioning Form (UF 005) shall be prepared by the reviewing supervisor no later than 12 hours after the interview, interrogation or conveyance. The complete form shall be forwarded to the Commander for review.

#### **203.9 - 7.3 Commander's Review Report**

The Commander of the precinct and, if applicable, of the specialized unit shall review in writing all reported EXCEPTIONS to this department's witness identification and questioning policies. The Commander's Review Report shall be completed within 7 days of receiving the Witness/Identification and Questioning Form (UF-005). The Commander's Review Report shall include an evaluation of the actions taken to correct the EXCEPTION and whether any corrective or non-disciplinary action was taken.

#### **Related Procedures:**

- Directive 202.1 – Arrests
- Directive 202.2 – Search and Seizure
- Training Directive #04-1 – Material Witnesses

#### **Form and Reports:**

- Witness/Identification and Questioning Form (UF-005)
- Crisnet Contact Form



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**DIRECTIVE**  
**203.10**  
**CHILD ABUSE AND SAFE DELIVERY OF NEWBORNS**

## 203.10 - 1 POLICY

It is the policy of the Detroit Police Department that all child abuse, child neglect or abandonment of children complaints are investigated by the Child Abuse Unit in conjunction with the State of Michigan Family Independence Agency, Child Protective Services as mandated by local, state, and federal laws.

## 203.10 - 2 Child Abuse and/or Child Neglect

The Child Abuse Unit shall be responsible for completing investigations and obtaining criminal warrants in child abuse and/or child neglect cases.

Officers responding to, or discovering, a case of suspected child abuse and/or child neglect shall contact Child Abuse Unit personnel from the scene and be guided by their directives regarding further action. If no one is available from the Child Abuse Unit, the supervisor on duty at the Sex Crimes Unit Control Desk shall be notified. No child shall be removed from the custody of a parent, relative, or social worker unless prior approval is obtained from Child Abuse Unit personnel. Therefore, the above notifications must be made from the scene or from the nearest telephone.

The Child Protection Law Act No. 238, Public Acts of 1975, makes it mandatory for police officers to report immediately any case of actual or suspected child abuse and/or child neglect to the State of Michigan Family Independence Agency, Child Protective Services.

Child Abuse means harm, or threatened harm, to a child's health or welfare by a parent, legal guardian, any other person responsible for the child's health or welfare, or by a teacher or teacher's aid, that occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation, or maltreatment.

Child neglect means harm or threatened harm, to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare, that occurs through either of the following:

1. Negligent treatment including the failure to provide adequate food, clothing, shelter, or medical care;
2. Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare, to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

The responding member shall list the names of the Child Abuse Unit and Family Independence Agency, Child Protective Services personnel notified. The Preliminary Complaint Record shall contain the following specific information:

1. Name of the child;
2. Child's date of birth;
3. Description of the child abuse and/or child neglect;
4. Name(s) and addresses of parents, guardians, and (if different) the person(s) with whom the child

resides;

5. Any additional information as requested by the Child Abuse Unit or the State of Michigan Family Independence Agency Child Protective Services.

The responding officers shall forward the original copy of the PCR to the Crimes Against Persons/Property Section, Child Abuse Unit, and to the State of Michigan Family Independence Agency, Child Protective Services, Intake and Referral Unit located at 2929 Russell, Detroit, Michigan, 48207 before the completion of their tour of duty.

If a child is taken in custody during the hours the Child Abuse Unit is not in operation, the responding member shall prepare a PCR and a State of Michigan JC-01 complaint (request for action). The member shall obtain authorization for the protective custody placement of the child from the Wayne County Juvenile Court by dialing placement and this notification shall be noted in the designated area on page two of the JC-01 complaint form. The member shall also notify the Sex Crime Unit.

The responding member shall confiscate any evidence at the scene and document this evidence on the PCR. The Evidence Technician Unit shall be notified to take photographs of:

1. Physical abuse when injuries are visible, but no medical treatment is needed; or
2. Hazardous living conditions when there is a failure to provide safe and sanitary housing, (no gas, water, or electricity).

The police officer's copy of the JC-01 complaint and the original copy of the PCR shall be forwarded to the Child Abuse Unit. When a narcotics raid is conducted and child(ren) are found on the premises where narcotics are used, stored or sold, the Child Abuse Unit shall be notified. A PCR will be completed and the child(ren) will be taken to the Child Abuse Unit for further investigation. The Child Abuse Unit will determine if the child(ren) will be placed in protective custody.

#### 203.10 - 2.1 Michigan Safe Delivery Act

The Michigan's Safe Delivery Act mandates that any Emergency Service Provider in the state of Michigan is required to take protective custody action for any newborn (under the age of 72 hours) that is surrendered by a parent. An Emergency Service Provider is defined as a uniformed or otherwise identified employee or contractor of a fire department, hospital or police station when an employee is inside the premises and on-duty. A newborn up to 72 hours old may be surrendered to any on-duty Detroit Police Officer in any precinct on any day, at any time.

The Safe Delivery Act mandates the Michigan Missing Children Clearinghouse of the Michigan State Police Prevention Service Section, Special Services Division, to serve as the repository of information for all surrendered newborns in the state of Michigan.

The Emergency Service Provider is required to immediately contact the Michigan Missing Children Information Clearinghouse. The Clearinghouse will conduct an investigation to determine that the surrendered newborn has not been abducted. Upon surrender, the member shall inspect the newborn for signs of abuse or injury. The emergency service provider shall make a reasonable effort to provide the parent(s) with the following forms:

1. Family Independence Agency Publication 866;
2. Family Independence Agency Form 1819, Medical Background;
3. Family Independence Agency Form 4820, Voluntary Release.

The member who accepts the newborn child shall immediately notify the Child Abuse Unit. Personnel from the Child Abuse Unit will respond to the location (precinct, fire station, hospital). The personnel from the Child Abuse Unit will convey the newborn infant to the State of Michigan Family Independence Agency, Child Protective Services. The Child Abuse Unit personnel shall complete the JC-01 complaint and make necessary notifications.

The Child Abuse Unit shall make the notification concerning the surrendered newborn child to Michigan Missing Children Information Clearinghouse, Michigan State Police, Prevention Service Section, Special Services Division at (517) 333-4006. The hours of operation for this agency are Monday thru Friday, 8:00 a.m. to 4:00 p.m.

The law specifically stipulates that the Emergency Service Provider must be on duty and on the premises. Any other type of newborn surrendered shall constitute abandonment and the member shall follow department policy pertaining to child abuse and neglect.



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**DIRECTIVE**  
**203.11**  
**EYEWITNESS IDENTIFICATION AND LINEUPS**

**203.11 - 1 PURPOSE**

The purpose of this directive is to establish the proper guidelines for obtaining reliable eyewitness identification and for conducting lineups.

**203.11 - 2 POLICY**

Members shall strictly adhere to this directive in order to maximize the reliability of identifications, minimize unjust accusations, and conform to established legal procedures.

**203.11 - 3 Photographic Show up**

When conducting identification of suspects by photograph the following procedures should be followed:

1. The witness should be shown five or six photographs (either all color or all black and white), including that of the suspect. Do not have two different photographs of the same suspect in this group. Witnesses should never be shown only a photograph of the suspect;
2. When the photos of two suspects are to be viewed, at least eight other photos should be shown;
3. Each witness should view the photographs alone so that other witnesses will not be influenced or open to suggestion;
4. The photographs shown to the witness should be selected to assure fairness and impartiality to the suspect. Similarity of features of the suspect, with other persons appearing in the photographs, and similarity of the type of photograph, are important;
5. All photographs shown to witnesses should, if possible, be retained for any subsequent criminal proceedings;
6. A show up should be conducted as soon as possible after the suspect has been apprehended and placed in custody;
7. When there are several witnesses, only one or two witnesses should view photographs, the remaining witnesses should be used for the live show up.

A written record, the Show up and Photo Identification Record, D.P.D. 355, should be carefully made of the show up, which would include:

1. Names and addresses of all persons whose photographs are to be used in the show up;
2. Physical description of all persons whose photographs are to be used in the show up;



3. Names and addresses of all persons present at the show up;
4. Statements of identifying witnesses while making the identification.

A lineup cannot be avoided by having a witness view photographs when a formal lineup is possible. Police may not conduct a photo show up if the suspect is in custody, unless:

1. It is not possible to arrange a proper lineup;
2. There are an insufficient number of persons available with the defendant's physical characteristics;
3. The nature of the case requires immediate identification;
4. The witnesses are in a place far distant from the location of the in-custody accused;
5. The subject refuses to participate in a lineup and by this action would seek to destroy the value of the identification.

An attorney need not be present for a photographic showup. However, an attorney must be present if a witness views photographs when the suspect is in custody. When an in-custody photo show up is conducted, the officer in charge of the case must find out if the accused has an attorney. If so, the officer in charge of the case must contact that attorney to advise the attorney of the time and place of the photo show up. If the accused does not have an attorney, the officer in charge of the case shall contact the Notification and Crime Reporting Section to make arrangements for an attorney to be assigned to the accused for the purpose of the photo show up.

In any lineup or show up, the proceeding must be conducted in a fair manner, so as not to be unduly suggestive of the suspect. Officers should refrain from making any remarks once the witness begins to view the photos. This is important because any remarks could later be interpreted as an attempt to influence the identification.

The attorney shall initial photocopies of all photographs used in the show up. The officer in charge of the case shall ensure that attorneys witnessing photo show up are provided with a document outlining the attorney's role at photo show up.

Where a witness identifies the suspect through the use of photographs, the "totality of the circumstances" test is used to determine whether the photographs utilized are not unnecessarily suggestive of any particular suspect.

#### 203.11 - 4 Lawyer's role

The purpose of a lawyer's presence is not to interfere with the conduct of the lineup or show up but to observe the procedures used by the law enforcement officers, so that in any subsequent court proceedings the accused will have a lawyer as a witness to any unfair suggestive procedures that may have been employed during the lineup or show up. In view of this purpose, the lawyer's role at a lineup or show up is limited to observing the lineup or show up, and advising the client, when in custody.

#### 203.11- 4.1 Advising client

Under no circumstances may a lawyer interfere with the conduct of the lineup. Also, a lawyer may not properly advise a client to refuse to participate in a lineup, a voice test, a handwriting sample, to wear certain clothing, to assume a stance, to walk, to gesture, or to cooperate in other similar physical demonstrations. Thus, while counsel may advise a client not to make incriminating statements, counsel definitely may not

advise a client to refuse to participate in the lineup or any requested physical demonstrations. If any lawyer should so advise a client, the Prosecuting Attorney's Office should be notified so that appropriate action may be considered.

#### 203.11 - 5 Responsibilities of the Officer in Charge of Case

The officer in charge of the case must advise the accused of the right to have an attorney present at the lineup.

The officer in charge of the case must find out if the accused has an attorney. If so, the officer in charge of the case must contact that attorney and advise the attorney of the time and place of the lineup.

If the accused does not have an attorney, the officer in charge of the case shall contact the Notification and Crime Reporting Section. The Notification and Crime Reporting Section will make arrangements for an attorney to be assigned to the accused for the purpose of the lineup.

The officer in charge of the case shall ensure that attorneys witnessing lineups are provided with a document outlining the attorney's role at lineups.

#### 203.11 - 6 Lineups

##### 203.11- 6.1 Assuring a fair lineup

In order to assure a fair lineup the following procedures should be followed:

1. A criminal suspect has a right to counsel at a pre-trial lineup except if the suspect waived that right or it is an "emergency" situation requiring immediate identification;
2. A sufficient number of persons should be in the lineup in addition to the accused. The court suggests that the ideal number of additional persons may be six;
3. There should be similarity between the accused and other persons in the lineup with regard to height, body type, and coloration of hair and skin.
4. There should be a similarity in dress between the accused and the other persons in the lineup;
5. If the accused is to wear particular clothing as a demonstration, the others in the lineup must be requested to wear the same clothing;
6. If the accused is requested to speak for voice identification, the other persons in the lineup must be asked to speak the same words, in the same manner;
7. If more than one witness is to make an identification from the lineup, each witness must do so separately, and no witness should be allowed to speak to another witness until all the witnesses complete their identification;
8. No one must indicate to a witness, in any manner, which of the persons in the lineup is the accused or which person the police believe to be guilty.

A written record, the Show up and Photo Identification Record shall be carefully made of the lineup that would include:

1. Names and addresses of all persons in the lineup;
2. Physical description of all persons in the lineup;
3. Names and addresses of all persons present at the lineup;
4. Statements of identifying witnesses while making the identification.

#### 203.11- 6.2 Photographing live lineups

All live lineups shall be photographed. The name, rank, and assignment of the officer taking the photograph shall be entered on the Show up and Photo Identification Record, in the box designated "OTHER OFFICERS." The photograph shall then be attached to the Show up and Photo Identification Record and become a permanent part of the court file.

The officer in charge of the case shall be responsible for the photographing of lineups conducted at all other locations.

#### 203.11- 6.3 Refusal of prisoner to stand in a lineup

If a prisoner refuses to stand in a lineup, the following procedures shall be followed. A determination shall be made as to the availability of a photograph of the prisoner suitable for use in photograph identification. Photograph identification can be used in lieu of a lineup if the subject refuses to participate in a lineup and, by the subject's action, would seek to destroy the value of the identification.

Regardless whether a photograph is available or not, between the hours of 8:30 a.m. to 4:30 p.m. on weekdays and from 8:30 a.m. to 1:00 p.m. on Saturdays, Sundays and holidays, the Wayne County Prosecutor's Office shall be contacted. During other than regular business hours, the Notification and Crime Reporting Section shall be contacted for the number of the on-duty assistant prosecuting attorney.

The prosecuting attorney contacted shall be informed if a photograph of the prisoner is available or not and shall be informed that the prisoner refuses to participate in a lineup. Department members and detention personnel shall be guided by the advice of the prosecuting attorney. Although the Michigan Supreme Court has ruled that forced participation in a lineup does not constitute unreasonable search and seizure, no force shall be exerted to force participation of a prisoner in a lineup unless the prosecuting attorney contacted gives direction for such action.

#### 203.11 - 7 Face to face identification

Generally, no prisoners shall be taken back to the scene of a crime to have the complainant identify the suspect. A single confrontation for identification between an accused and an eyewitness, not as part of a lineup, should only be employed where there is good and sufficient justification for not setting up a formal lineup.

Two exceptional circumstances, which would justify a one-on-one confrontation, are:

1. Where the eyewitness may die or become otherwise unavailable during the period it would take to set up a formal lineup. For example, where the eyewitness has been shot and there is a question as to whether the eyewitness will live, a hospital room confrontation with the accused would be justified, or
2. Where the accused requests an immediate confrontation in order to clear the accused. In such cases it should be made clear to the accused that the accused does not have to confront the eyewitness but that police will accommodate the request if that is what the accused desires. If the police deem a confrontation

inadvisable at that time, there is no duty on the part of the police to arrange such a confrontation merely because it is requested by the accused.



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### **DIRECTIVE 203.12 POLYGRAPH EXAMINATIONS**

#### 203.12 - 1 POLICY

Members shall strictly adhere to the procedures in this directive in order to maximize the reliability of polygraph examinations.

#### 203.12 - 2 Procedure

The polygraph examination involves interrogation of individuals while measuring blood pressure, respiration, pulse rate and other physiological factors which are not objective evidence of the truth or falsehood and which must be interpreted by the operator.

While the results of a polygraph examination are almost never admissible as evidence in court, as an investigative aid the polygraph is extremely valuable. Although polygraph examinations are usually restricted to the investigation of felony cases, exceptions may be made. The polygraph should not be used as a last resort. It is a supplement to, not a substitute for field investigation. Generally, the results of a polygraph examination will be only as good as the investigation, which preceded it.

The Detroit Police Department is under no obligation to conduct a polygraph examination for any individual. If an attorney requests that a polygraph examination be administered to a client, it is within the authority of the investigating officer and the commanding officer to deny or grant the request, except in the case of a court ordered polygraph examination.

##### 203.12- 2.1 Arranging an examination

Polygraph examinations are voluntary, and when an investigator believes an examination might be beneficial to a case, the consent of the subject to submit to the examination must be obtained. If the adult person is willing to take the examination, the investigator should arrange an appointment directly with the Polygraph Unit of the Forensic Services Section. A phone call is sufficient to verify an appointment. This should be done with the knowledge and approval of the investigator's supervisory officer. If an examination must be canceled for any reason, the Polygraph Unit is to be notified immediately so that the time may be made available to others wishing an appointment.

In sex crime cases, members are cautioned that Michigan law prohibits law enforcement officers from requesting or ordering a victim to submit to a polygraph examination. A victim may be informed of the option of taking a polygraph examination if the victim inquires concerning such a test.

If the subject is a juvenile, approval must be obtained from the juvenile's parents unless the juvenile is a ward of the Probate Court. In all cases involving juveniles who are defendants, consent for a test must be obtained from the Probate Court. The Precinct Youth Administration Unit will handle the court approval procedure and the appointment for the polygraph examination.

##### 203.12- 2.2 Request by judge or prosecutor

Once a defendant has been arraigned in court, a polygraph examination will be administered only upon

request by the judge having jurisdiction in the case, and with the consent of the subject. In some cases, the prosecutor may request a polygraph examination. In such cases, the name of the prosecutor or assistant prosecutor must be noted on all related documents.

#### 203.12 - 3 Responsibilities of the Investigator

To a great extent, the success of any polygraph examination will depend upon the professional capabilities of the investigator. If the case has not been investigated properly, the polygraph examination may not contribute to the successful conclusion of the investigation. The investigator must base the investigation upon evidence secured through skill and technique, rather than upon any expected self-disclosure induced by the polygraph examination.

The investigator must be able to brief the examiner on the minute details of the investigation. General facts, theories, and suspicions are not enough; the examiner must have detailed, verified facts. The investigator should make available to the examiner the record of the person and all statements, documents, and evidence concerning the investigation. Some of the information the examiner must have includes the following:

1. Specific articles or exact amounts of money stolen;
2. Exact time offense occurred;
3. Aspects of the offense or any strange or obscene act committed at the scene;
4. Known facts about a suspect's actions or movements;
5. Facts indicating a connection between suspects, victims, and witnesses, especially when they deny any connection. Exact type of firearm, weapons, or tool used. Results of laboratory tests.

Whenever possible, the investigator should withhold from the suspect and news reporters at least three items of the case information which could be known only to the victim or the offender. Such information might include type of weapon used, gun caliber, method of entry, exact amount of money stolen, or words the perpetrator used at the crime scene. The withheld information will enable the examiner to construct specific tests which may provide an accurate reaction and significant results.

If the subject is a police prisoner, the investigating officer (officer in charge of the case) is at all times responsible for that prisoner. The investigator who actually worked on the case should present case facts to the polygraph examiner, as he/she would be more familiar with all details of the case.

#### 203.12 - 4 Conducting the examination

During the examination, the polygraph examiner is the only person allowed in the polygraph room with the subject. The areas to be covered in the polygraph examination, the wording of the test questions, and the conduct of the entire examination are the sole responsibility of the polygraph examiner. Generally, only one crime will be covered during any examination. If more than one crime needs to be covered, the investigator may schedule an additional examination at a later date.

If during the examination the subject makes an oral admission or confession, the polygraph examiner shall obtain a written admission or confession after completion of the examination.

If an admission or confession is made outside of the polygraph examination the officer in charge of the case shall follow procedures set forth in regards to admissions and confessions and reduce it to writing.

#### 203.12- 4.1 Physical and mental condition of the subject

The physical and mental condition of a subject can and often does affect a polygraph examination. There shall be no interrogation of a subject immediately prior to a polygraph examination. The subject should be in his "normal" state. Persons under a doctor's care for heart disease or nervous disorders may be poor subjects for polygraph examinations. Pregnant women shall not be tested. All questions regarding such situations should be directed to the polygraph examiner because the fact that a person is suffering from a physical or mental disorder does not automatically disqualify him as a suitable subject.

The polygraph examiner has the sole authority to decide at any time whether or not a particular examination should be started or, if once started, whether it should continue.

Persons who have recently suffered an emotional strain such as a homicide in the family or some other traumatic experience may not be suitable subjects for polygraph testing. Investigators should observe the condition of all potential subjects and advise the examiner of any irregularities.

Persons addicted to stimulant or depressant drugs may be tested under certain circumstances. Generally, however, persons under the influence of alcohol or narcotics at the time of testing will be poor polygraph subjects. Any information relative to the use of drugs by a potential subject should be relayed to the examiner.

The investigator should not attempt to explain the examination to the person but should reassure the subject that many people are tested every week and that the polygraph examiner will be very happy to answer all questions.

#### 203.12- 4.2 Discussing results of the examination

When a test has been conducted, it is the responsibility of the polygraph examiner to apprise the subject of the test results; however, the results shall not be made public, nor given to any complainant.

#### 203.12 - 5 Internal departmental investigations

Members who are the subject of an internal departmental investigation may request that they be given a polygraph examination. Under no circumstances shall such examination be conducted by a member of the Detroit Police Department.



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**DIRECTIVE**  
**205.1**  
**CRITICAL INCIDENT RESPONSE**

## 205.1 - 1 PURPOSE

Critical incident response procedures have been designed to provide general guidelines for responding to a broad range of emergency situations such as barricaded gunperson, civil disorder, bomb threats, hazardous material, natural or man-made disasters, or other incidents of unusual occurrence where a rapid, organized response by the police department is required.

## 205.1 - 2 POLICY

The Department shall utilize the Incident Command System (ICS) when responding to emergency situations.

Whenever the police department is the lead agency in responding to an emergency, i.e., barricaded gunperson, civil disturbance, etc., the responding department member shall assume tactical control of the emergency as the incident commander.

However, in those instances where the department is not the lead agency, i.e., hazardous material response, fire, etc., department members will provide initial command until such time as the lead agency arrives.

Thereafter, a supervisor from the lead agency will assume command of the emergency as the incident commander. Department members shall continue to perform law enforcement duties and remain available for direction by the incident commander.

## 205.1 - 3 Definitions

## Critical incident

Any extraordinary event or unusual occurrence, which places lives and property in danger and requires the commitment and coordination of numerous resources to bring about a successful resolution.

## Incident Command System (ICS)

A standardized on-scene emergency management concept specifically designed to allow its user to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries.

## Incident Commander (IC)

The individual responsible for the management of all incident operations at the incident site. The first arriving member at a critical incident scene should be prepared to assume the duties and responsibilities of the incident commander, until relieved by proper authority.

## Incident Command Post (ICP)

The location at which the primary command and control functions are executed.

## Command

The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority.



#### Chain of Command

A series of command positions within the order of ascension.

#### Event

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events (e.g., parades, concerts, or sporting events).

#### Unified Command

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographic or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

#### Unity of Command

The concept by which each person within an organization reports to only one designated person.

#### 205.1 - 4 Incident Command System (ICS)

Members of the Detroit Police Department will be trained in the ICS. ICS is a management system that applies common business practices to incident response. Responding members, in order to improve the efficiency and effectiveness of their joint response efforts when an incident occurs, will utilize the ICS. ICS is recognized as the foundation for an effective, all-risk emergency planning, and response, recovery capability. ICS involves management by objectives, delegation of duties, and empowerment of personnel.

##### 205.1 - 4.1 Concept

The basic concept and principles of the ICS include: common terminology, modular organization, integrated communications, unified command structure, consolidated action plans, manageable span of control, designated incident facilities and comprehensive resource management.

##### 205.1 - 4.2 Response procedures

The fundamental priorities at an incident are as follows:

1. Preservation of life;
2. Scene stabilization;
3. Suspect apprehension;
4. Property preservation;
5. Evidence collection;
6. Environmental protection.

The first arriving sworn member on the scene should perform the following:

1. Approach Make an initial assessment of the incident and advise the zone dispatcher of the nature and scope of the emergency;
2. Identify Preliminary equipment or resources needed to meet the emergency, i.e., EMS, Fire, etc.;
3. Communicate Notify zone dispatcher of safe avenue of approach for responding units and notify the officer in charge of the precinct desk of the situation.

#### 205.1 - 4.3 Incident Commander's duties

After the initial response, the responding supervisor shall assume the role of incident commander and shall remain in command until the command is transferred in accordance with the order of ascension or the situation has been stabilized. The incident commander shall perform the following duties:

1. Notify the zone dispatcher that you are assuming the role of incident commander;
2. Establish field command post and staging area in a safe location;
3. Containment of incident by isolating and controlling the situation with inner and outer perimeters;
4. As needed, delegate authority for other essential operations, i.e., site isolation, perimeter security, strike forces, media relations, etc.;
5. In concert with the Communications Operations Section, establish an appropriate communication channel;
6. Organize and deploy available forces to stabilize the emergency;
7. Document all activities;
8. Brief the relieving incident commander.

#### 205.1 - 4.4 Order of Ascension

Assumption of command at the scene of an emergency shall be done in the following order by sworn members: sergeant, lieutenant, field duty officer, inspector-precinct of occurrence, executive duty officer, commander-precinct of occurrence, deputy chief, deputy chief customer service zone of occurrence, assistant chief, Operational Portfolio and chief of police.

However, if the Special Response Team is activated and assumes tactical control of the incident, the commanding officer of the Metropolitan Division or the deputy chief, Criminal Investigations Bureau will assume the role of incident commander upon arrival at the scene. It is the responsibility of the commander of the Metropolitan Division or the deputy chief of the Criminal Investigations Bureau to update, advise, and receive approval on tactics to be employed from the chief of police or the assistant chief, Operations Portfolio, if present. In their absence, the incident commander shall give final approval.

As a ranking member arrives on the scene, the member shall be briefed of the situation and formally assume the role of incident commander if he/she deems it necessary. Assumption of command must be done

formally by notifying the zone dispatcher of your rank, name, radio code, and provide the rank, name and radio code of the person you are relieving of command. Each member relieved of command shall brief the new incident commander of the situation and shall remain available for assistance. Ranking members at the scene, not listed in the order of ascension, may offer advice and guidance but shall not assume command of the situation.

#### 205.1 - 4.5 After Action Report

The incident commander shall submit an After Action Report on Inter-Office Memorandum, D.P.D. 568, for all significant incidents. The After Action Report shall contain a chronological summary of all relevant events that transpired during the incident. The report shall also include a critique of the department's response to the incident and specific recommendations, if any, for improving the department's response to future emergency situations. The After Action Report shall be forwarded through channels to the chief of police.

#### 205.1 - 4.6 Incident Board of Review

In certain instances and at the direction of the chief of police, an incident Board of Review comprised of one executive of the rank of commander or above and two executives at the rank of inspector or above shall be assigned to prepare the After Action Report. The highest-ranking member of the Board shall serve as the chairperson. The After Action Report shall be forwarded direct to the chief of police with a copy to the concerned deputy chief.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**205.2**  
**TACTICAL ALERT PROCEDURES**

## 205.2 - 1 PURPOSE

The purpose is to establish procedures for notifying employees and members of an ongoing or potential critical incident.

## 205.2 - 2 Tactical Alert

A Tactical Alert is to advise department personnel of a present ongoing or potential emergency situation, which may later require the concentrated commitment of personnel.

Tactical Alerts are informational only and could be a precursor to mobilizations. The officer in charge of Communication Operations shall direct that a general broadcast be made over all radio frequencies announcing the Tactical Alert. No details of the emergency will be broadcast. A message shall also be sent via the mobile data terminal (MDT) announcing the alert. Upon receipt of the alert broadcast, all on-duty personnel shall immediately contact their precinct or section for additional instructions. Patrol units shall not leave their assigned areas, unless directed by the zone dispatcher, but shall endeavor to complete radio runs as expeditiously as possible to be available for deployment.

The officer in charge of Communications Operations shall ensure the Notification and Crime Reporting Section is contacted and appraised of the emergency situation. The Notification and Crime Reporting Section shall issue a department wide Teletype declaring the alert. Included in the teletype will be the name of the member authorizing the alert as well as details of the emergency, e.g., duration of the alert, location of the incident or event, number of standby units required, type of equipment, reporting location, or other instructions necessitated by the emergency.

Upon receipt of the alert broadcast and department Teletype, the officer in charge of the precinct desk shall be responsible for notification of all inside precinct personnel. Further, the officer in charge of the desk shall comply with the instructions contained in the alert teletype and shall ensure that all emergency and field command post equipment stored at the precinct is ready and available should the need arise. There are two levels of Tactical Alert.

## 205.2 - 2.1 Tactical Alert #1

Any executive of the department holding the rank of inspector or above, the field duty officer (FDO), or the executive duty officer (EDO) may declare a Tactical Alert #1 for an incident, presently ongoing. During non-business hours in the absence of the FDO, EDO, or higher-ranking department executive, the officer in charge of Communications Operations may authorize a Tactical Alert #1 pending notification of the affected commanding officer.

## 205.2 - 2.2 Tactical Alert #2

This plan is designed to alert all on and off-duty sworn and non-sworn members of an emergency situation, which may later require a department wide mobilization. The alert is informational only. Only the chief of police or assistant chief, Operations Portfolio can declare a Tactical Alert #2.

When a Tactical Alert #2 is declared all provisions of a Tactical Alert #1 are applicable. In addition, all off-duty sworn and non-sworn members will be contacted and advised of the emergency situation. While sworn

and non-sworn members are not expected to remain confined to their residence, sworn and non-sworn members shall be required to provide the notifying group leader with an alternate phone number, contact person, or other means whereby they may be reached.

If no contact number is available, sworn and non-sworn members will be expected to contact their command at two-hour intervals to determine their mobilization status. Commands not operating on a twenty-four hour basis shall establish suitable procedures to accommodate the callback requirement.

The department does not desire to impose unnecessary restrictions on a sworn or non-sworn member's off-duty time. However, inherent in the police function is a stated and implied responsibility to protect life and property. Therefore, when an emergency condition indicates that department resources may be committed to reducing the danger to life and property, certain precautionary measures must be taken to facilitate the possible mobilization.

Sworn or non-sworn members placed on Tactical Alert will maintain a state of readiness including necessary equipment and uniform items appropriate for the emergency. Sworn or non-sworn members on extended sick, disability, or furlough will not be placed on Tactical Alert.

At the direction of the chief of police or assistant chief, Operations Portfolio, the officer in charge of the Notification and Crime Reporting Section will initiate the executive notification procedure.

All deputy chiefs will be contacted and provided with details of the emergency. The notified deputy chiefs will contact division and precinct commanders. Commanders will notify their Inspectors who, in turn, will contact group leaders pursuant to mobilization plans. Group leaders will contact all sworn and non-sworn members. Contacted sworn and non-sworn members will be advised of the alert, specific instructions relative to the emergency, the duration of the alert, and instructed not to report for duty but to be available for possible later mobilization.

The number of contacts shall be reported to commands with twenty-four hour computer terminals designated to receive emergency personnel information utilizing the reverse notification procedures as set forth in the "Mobilization" directive.

The officer in charge of the Notification and Crime Reporting Section shall also cause the issuance of a department wide Teletype. Included in the teletype will be the name of the member authorizing the alert as well as details of the emergency, e.g., duration of the alert, location of the incident, number of standby units required, type of equipment, reporting location, or other instructions necessitated by the emergency.

Personnel from the Notification and Crime Reporting Section will advise the officer in charge of Communication Operations of the alert.

#### Cancellation

Except as otherwise directed by proper authority, Tactical Alerts will not remain in effect for longer than eight hours.

Alerts shall be canceled upon the orders of the chief of police, assistant chief, Operations Portfolio, a deputy chief or the incident commander above the rank of lieutenant. The executive authorizing the cancellation shall contact the officer in charge of Communications Operations who shall ensure that a general broadcast is made over all radio frequencies canceling the alert. The executive authorizing the cancellation shall also contact the officer in charge of the Notification and Crime Reporting Section who shall issue a Teletype canceling the alert.



## Detroit Police Web Manual v2

**DIRECTIVE  
205.3  
MOBILIZATION****205.3 - 1 PURPOSE**

To establish guidelines for the rapid notification and deployment of all department personnel in the event of a critical incident.

**205.3 - 2 POLICY**

The Detroit Police Department is committed to providing rapid, coordinated and unified response to all critical incidents. The department utilizes mobilization plans to advise and maintain sworn and non-sworn members for ongoing or impending critical incidents. The timely notification of sworn and non-sworn members is crucial in the onset of an emergency situation.

**205.3 - 3 Types of Mobilization Plans**

The mobilization plans of this department consist of two basic types. The first affects only on-duty sworn and non-sworn members and the second affects both on and off-duty sworn and non-sworn members.

**205.3 - 3.1 Mobilization Plan #1**

Mobilization Plan #1 mobilizes all on-duty sworn and non-sworn members within a specific command and/or the entire department as specified in the mobilization order. This plan has the primary objective of gathering on-duty sworn and non-sworn members for reassignment to a specific task. The order to mobilize shall contain specific details.

**205.3 - 3.2 Mobilization Plan #2**

Mobilization Plan #2 shall be used to mobilize any command and/or the entire department as specified in the mobilization order. This plan mobilizes all off-duty sworn and non-sworn members assigned to a concerned command, and automatically includes the requirements and provisions of Mobilization Plan #1. All members will report for duty in uniform with required equipment unless otherwise directed. Generally, off-duty sworn and non-sworn members should be recalled only as needed and in the following order:

1. Off-duty - next to report;
2. Off-duty - last relieved;
3. Off-duty - on leave;
4. Off-duty - on furlough.

**205.3 - 3.3 Field force mobilization**

Mobile field force personnel may be mobilized and deployed at the direction of the chief of police or a sworn assistant chief or a sworn deputy chief. Requests for mobile field force personnel shall be made through the Notification and Crime Reporting Section.

The Tactical Operations Section shall be responsible for maintaining a current mobilization roster of personnel assigned to the mobile field force.

#### 205.3 - 3.4 Reporting prior to official notification

When emergencies of major proportions occur and it is evident that mobilization of the department is imminent, sworn and non-sworn members shall telephone their assigned commands without waiting for an official notice. During extreme emergencies and only by order of the chief of police or assistant chief, Operations Portfolio, mobilization orders may be disseminated by radio and television.

#### 205.3 - 3.5 Authority to issue

On-duty personnel can be mobilized at the direction of a department executive of the rank of Inspector or above from the precinct of occurrence, the field duty officer (FDO), or the executive duty officer (EDO). During non-business hours or in the absence of the FDO, EDO, or precinct commanding officer, the officer in charge of Communications Operations may authorize Mobilization Plan #1 pending notification of the appropriate commanding officer.

A limited Mobilization Plan #2 to mobilize both on and off-duty sworn and non-sworn members can be authorized for a specific precinct or division by the respective precinct or division commanding officer. Similarly, both on and off-duty sworn and non-sworn members of a bureau may be mobilized by the appropriate deputy chief.

Only the chief of police, assistant chief, Operations Portfolio may authorize Mobilization Plan #2 for the entire department. However, the executive duty officer after reasonable effort has been made to contact the chief of police or assistant chief, Operations Portfolio may issue a mobilization #2.

#### 205.3 - 4 Dissemination of mobilization orders

Notification and Crime Reporting Section, upon proper authority, shall give the order to mobilize to the officer in charge of the Notification and Crime Reporting Section, who shall confirm and verify the order by re-contacting the issuing authority. Following the verification, the officer in charge of the Notification and Crime Reporting Section shall complete the following procedures:

1. Notify the officer in charge of Communications Operations of the exact mobilization order being issued;
2. Send a teletype to all commands concerned, containing the exact mobilization order being issued and other pertinent information relative to that order;
3. Send the same information via the computer terminal to all commands concerned that have computer terminals;
4. Initiate executive notifications;
5. In the event the entire department is mobilized, notify the Detroit Fire Department (Chief Dispatcher's Office), designated city offices, public utilities, and the Michigan State Police Special Operations Division;
6. Notify the executive director of the Board of Police Commissioners.

When activation of the command post is required, notify the officer in charge of the Tactical Operations Section who will provide personnel to open the Grinnell Command Post and the officer in charge of Technical Liaison Office who will provide personnel to operate the computer terminal.

## 205.3 - 4.1 Communications Operations

Upon notification, the officer in charge of Communications Operations shall broadcast the order on all frequencies, indicating the type of mobilization ordered.

## 205.3 - 4.2 Deputy chiefs and director of personnel

The deputy chiefs and director of personnel or their staffs will ensure that their respective commands have received the mobilization order.

## 205.3 - 5 Mobilization Planning

## 205.3 - 5.1 Plan Preparation

Commanding officers are responsible for the preparation of a detailed Mobilization Plan for the notification of all personnel assigned to that command. Personnel assigned to the Mobile Field Force shall have an asterisk (\*) placed next to their name. Prior to the beginning of each work period, that portion of the plan, which deals with the notification of off-duty sworn and non-sworn members, shall be updated and distributed to only those personnel designated as group leaders.

Platoons will be divided into groups, each with a supervisor designated as group leader. The number of individuals each group leader is required to notify should be kept to a minimum. In the event that a group leader cannot be contacted, commanding officers shall ensure that the members of that group are contacted. Such plans shall not contain the addresses of members. However, commanding officers shall maintain an updated file of sworn and non-sworn members addresses.

In cases where a member is transferred or assigned out after the first of the month to another precinct or command, the new command shall be responsible for including the sworn or non-sworn member in the current Mobilization Plan. The previous command shall be responsible for deleting the member's name from its current Mobilization Plan.

Each precinct or command shall establish a plan for mobilization which ensures that designated on-duty personnel report to their precinct or command without unnecessary delay. Sworn members assigned to schools, mini-stations and the Precinct Investigative Operations Unit shall telephone their commands for instructions.

The officer in charge shall assign the mobilized personnel necessary to maintain the precinct or command operations, including the necessary personnel and vehicles needed to patrol as established by their precinct emergency plan. Any necessary changes in the Mobilization Plan due to shortages of personnel, equipment, response units, etc., shall be determined by the officer in charge after on-duty mobilized personnel have reported. The officer in charge shall notify the area dispatcher directly stating which vehicles will be assigned to the emergency.

## 205.3 - 5.2 Detroit Police Reserves

The Police Reserve Corps will maintain a Mobilization Plan for Detroit Police Reserves. Reservists may only be mobilized by authority of the Mayor or the Mayor's designee.

## 205.3 - 6 Mobilizing off-duty members and employees for emergency duty

## 205.3 - 6.1 Notifying group leaders

The highest ranking member or employee of each off-duty platoon within the command shall be notified of



the mobilization. That ranking member will notify group leaders who, in turn, will notify each person in their group. If a group leader is unavailable, the supervisor responsible for notifying the group leader shall be responsible for ensuring notification of the personnel of that particular group.

#### 205.3 - 6.2 Notifying sworn and non-sworn members

A group leader shall make an attempt to contact each person in the group. Each person contacted shall be told the location of the mobilization point. Should the group leader receive a busy signal, the leader shall immediately contact the operator, make the proper identification and request interruption of a call for notification purposes.

#### 205.3 - 6.3 Reverse notification procedures

After notifying as many of the group as possible, the group leader shall contact the notifying supervisor and supply the total number of personnel contacted. The notifying supervisor shall contact the designated twenty-four hour computer terminal by telephone and relay the accumulated emergency personnel information.

Following that notification, the group leader shall proceed without delay to the mobilization point. Upon arriving at the mobilization point, the group leader shall furnish a designated ranking officer with the names and telephone numbers of those persons in the group not contacted.

The ranking officer at the mobilization staging area shall consolidate lists of those not contacted and assign personnel to continue attempts to notify them.

#### 205.3 - 7 Reporting personnel and equipment availability

##### 205.3 - 7.1 Computer notification

Upon mobilization, the sworn or non-sworn member in charge of the designated twenty-four hour computer terminal is responsible for the accumulation, entry, and updating of emergency data received by telephone. The designated twenty-four hour computer terminals are at the following commands:

1. All precinct stations (precinct terminal operators);
2. Resource Management Division;
3. Records and Identification Section;
4. Communications Operations;
5. Notification and Crime Reporting Section;
6. Narcotics Prisoner Processing Unit;
7. Gang Enforcement Section.

The designated twenty-four hour computer terminal operator shall be responsible for entering emergency personnel data when received. This data shall be entered into the computer under the name of the department command and its computer terminal code. The designated twenty-four hour computer terminal operator shall keep a record of personnel entered from commands assigned. Updated data should be entered when received.

The emergency data required and the procedure for entry in the computer is set forth in the D.E.T.E.C.T.S. manual under the manpower section (subsection, "enter emergency manpower"). In the event of data processing system failure, the same information will be forwarded through the same channels by fax or telephone. Those designated terminal locations receiving emergency personnel data will forward the information to the Grinnell command post either by transmitting via fax using key code "c," "w," or "x" or by dialing telephone numbers 596-1700 through 596-1710. Precinct terminal operators are charged with the task of entering precinct Investigative Operations Unit personnel and equipment figures.

#### 205.3 - 7.2 Information update

Subsequent orders and information pertinent to the mobilization will be transmitted to designated terminals in the form of administrative messages and immediately brought to the attention of the officer in charge of the command concerned for proper action.

#### 205.3 - 7.3 Personnel information center

When it appears that a mobilization may be ordered, the chief of police, a deputy chief, executive duty officer, field duty officer or appropriate designee may require that both a teletype and D.E.T.E.C.T.S. message is sent directing department commands to enter their current available manpower into the computer using the emergency manpower transaction. (Refer to the D.E.T.E.C.T.S. manual for the proper format.) It will be the responsibility of the officer in charge of Communications Operations to monitor manpower entries until a mobilization is declared.

If the Grinnell Command Post is activated, members of Technical Liaison Office will assume responsibility for monitoring the emergency personnel data file at the Grinnell Command Post.

#### 205.3 - 8 Test of Mobilization Plans

Mobilization Plans will be tested quarterly or as deemed necessary. In these cases, the radio broadcast, teletype and computer information will include the words "test mobilization." When a Mobilization Plan is tested, on-duty sworn and non-sworn members will follow the same procedure as if an actual mobilization were being conducted. When Mobilization Plan #2 is tested, off-duty sworn and non-sworn members will be contacted but will not be required to report for duty. Notification of off-duty sworn or non-sworn members shall include the words "test mobilization." No interruption will be requested when a busy signal is received and the group leader shall not count the busy signal as a notification. In the event of a test mobilization, only the personnel actually contacted shall be entered into the computer.

A reverse notification procedure will be employed in which group leaders shall report the number of persons contacted to the member who originally called them; that is, to the sergeant and/or lieutenant, etc. These sworn or non-sworn members shall then complete the notification procedure.

In test mobilizations, initial on-duty sworn and non-sworn members data will be telephoned to the designated twenty-four hour computer terminal immediately after receipt of the mobilization order. In test mobilizations involving off-duty sworn and non-sworn members, the data will be telephoned to the designated twenty-four hour computer terminal in order that the data can be entered within thirty minutes of the mobilization order. A maximum of one and one-half hours will be allowed for this test.

In test mobilizations, sworn and non-sworn members contacted by phone will be added to the number available in each of the categories in which they fall as if they had arrived at the mobilization point and were available for duty.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**205.4**  
**STRIKES, DEMONSTRATIONS, AND CIVIL DISORDERS**

## 205.4 - 1 PURPOSE

To develop procedures for departmental response to disruptive public gatherings, strikes, demonstrations, civil disorders and mass arrest situations.

## 205.4 - 2 POLICY

This department recognizes each type of public gathering presents a unique set of dynamics requiring a measured response appropriate to the circumstances. The department shall respond quickly and effectively to civil disturbances and disorders. The Incident Command System (ICS) shall be used to handle such events. The department's goal is to safeguard life and property, restore and maintain order, while protecting the constitutional rights of all parties involved.

## 205.4 - 3 Labor unrest/ strikes

Sworn members responding to or coming upon the scene of labor unrest or a strike shall make an initial assessment of the situation and notify the zone dispatcher of the size and scope of the strike. Sworn members need to assess the potentiality for violence and notify a supervisor to respond. If necessary, the responding supervisor shall notify the officer in charge of the precinct desk and depending on the severity of the situation executive notifications will be made through the Notification and Crime Reporting Section. The Special Services Section shall be notified from the scene and a patrol supervisor shall be dispatched to the location of the incident, to determine the legality of the strike. Picketing strikers cannot loiter on sidewalks; streets or other public places and cannot block or hinder access to a facility.

## 205.4 - 4 Demonstrations

The Detroit Police Department has the statutory responsibility to preserve the public peace, safeguard lives and property while protecting the constitutional rights of free speech and assembly. However, if the assembly is unlawful, or the demonstrators resort to unlawful activity, the department must respond to restore public order. To accomplish this goal, the department will endeavor to utilize verbal commands as the primary means to maintain control of the demonstration. In the event force is required to control or disperse the assembly, only that force necessary to accomplish the mission or to overcome resistance will be authorized.

## 205.4 - 5 Civil disorder

Generally, a civil disorder can be defined as a large group of persons, acting individually or in concert, committing criminal acts with the unlawful purpose of causing injury and/or property damage, or causing persons to fear personal injury or property damage, where the acts result in a general disobedience to law and the disruption of public order.

To effectively manage a civil disorder, supervisors shall adhere to four basic principles: communication, coordination, containment and control.

## 205.4 - 5.1 Communication

Supervisors must provide clear, concise direction to subordinates as well as communicate operational needs to ranking officers.

#### 205.4 - 5.2 Coordination

Supervisors must formulate a plan and coordinate personnel to provide a rapid, unified response.

#### 205.4 - 5.3 Containment

Supervisors should direct personnel to seal off the area of disturbance. Containment is essential both to prevent innocent civilians from entering the area and being exposed to personal injury as well as restricting the movement of persons engaged in illegal activity.

#### 205.4 - 5.4 Control

The control phase implements the plan of action designed to restore order. It is the culmination of containment, communication and coordination. Personnel are directed to perform specific tasks intended to suppress illegal activity through an appropriate display of force and prompt arrest of perpetrators.

#### 205.4 - 6 Mobile Field Force

The Mobile Field Force (MFF) is designed to provide a rapid, organized, and disciplined response to civil disorder, crowd control or other tactical situation. Generally, a MFF consists of one lieutenant, seven sergeants, and fifty police officers, for a total of fifty-eight members.

#### 205.4 - 7 Mass arrest

A mass arrest shall be defined as the taking into custody of an unusually large number of persons. These situations generally occur in incidents involving large crowds or civil disorder. In the event of a small, localized disturbance, initial processing of prisoners shall be the responsibility of the officer in charge of the precinct station. If the disturbance escalates to a point where mass arrests occur, the department's Incident Command System shall be initiated and the incident commander shall assume command of the situation. The incident commander may designate a prisoner processing team and request deployment of the prisoner bus. All requests for additional resources shall be routed through the Notification and Crime Reporting Section.

##### 205.4 - 7.1 Prisoner Processing Team, Criminal Investigations Bureau

The general purpose of the prisoner processing team is to maintain an orderly, thorough and expedient transition of unusually large numbers of prisoners through the initial processing stage. The Narcotics Prisoner Processing Unit (PPU) shall staff and comprise the Criminal Investigations Bureau's Prisoner Processing Team. The team will be mobilized at the discretion of the incident commander in cases of mass arrest or anticipated civil disorder. The team will be responsible for all prisoner processing functions including:

1. Prisoner transport from the scene;
2. Utilizing and staffing the prisoner processing bus;
3. Prisoner booking procedures;
4. Maintaining security control at mass arrest sites;

5. Providing for the care and treatment of prisoners;
6. Coordinating on-site defendant screening, prosecutors and magistrates;
7. Conducting video arraignment procedures in absence of on-site charging and arraignment;
8. Providing adequate facilities for defense counsel visits;
9. Providing and maintaining separate facilities for the mass detention of juvenile offenders;
10. Providing for all prisoner transportation including courts and medical treatment;
11. Providing public information liaison and prisoner information;
12. Maintain liaison with city Detroit Law Department.

The officer in charge of the Prisoner Processing Team shall review all circumstances of arrest, to determine if the prisoner is to be held. Members must have probable cause before making an arrest and the circumstances of the arrest and a specific charge should be listed on Preliminary Complaint Records. In addition, arresting officers should be photographed with their prisoners for evidentiary purposes.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**205.5**  
**BOMB, EXPLOSIVE, OR INCENDIARY DEVICES**

## 205.5 - 1 PURPOSE

The purpose of this directive is to develop procedures and guidelines for departmental responses to bomb threats and explosion scenes.

## 205.5 - 2 POLICY

Members responding to or coming upon the scene of an actual or suspected bomb, explosive or incendiary device, blasting cap, or military ordnance shall not handle, move, or attempt to dismantle any suspected explosive device. Only bomb disposal technicians are authorized to handle, move, or dismantle a suspected bomb and/or explosive device.

Further, members responding to bomb threat scenes where a device has not been located are to only advise and assist. The decision to evacuate a location, absent a physical device shall be made by a person of authority over the building such as the owner, security director, principal, hospital administrator etc.

## 205.5 - 3 Bomb threats

Responding officers shall notify zone dispatcher of the size and scope of situation, so that a patrol supervisor can be dispatched and begin making the necessary contacts at the location to facilitate access and coordination of a search for a suspected device. Personnel familiar with the location and the contents should conduct an actual search of the premises.

Members are cautioned not to use prep radios, cellular phones, pagers or electronic instruments within 500 feet of a suspected device, such waves may cause detonation. Responding members to a scene involving a bomb threat or suspected explosive device are to ascertain the legitimacy and origin of the bomb threat.

If a decision has been made to evacuate citizens and unnecessary personnel from a facility, members shall use that facilities on-site evacuation and emergency plan when feasible. The person authorizing the evacuation shall be noted on the officer's Preliminary Complaint Record.

Evacuated persons should be a minimum of 1000 feet from the suspected device. Generally, multiple story buildings should be evacuated a minimum of three floors above and below the suspected device. Upon notification, Bomb Disposal Unit personnel may advise members as to further actions pending their arrival.

## 205.5 - 3.1 Suspected device located

Upon locating a suspected explosive device members should immediately evacuate the location and seal the area for the Bomb Disposal Unit. A patrol supervisor shall be dispatched to the scene and assume control as the incident commander. The supervisor shall be responsible for all duties ascribed to the incident commander under the Incident Command System. In addition to notifying the Notification and Crime Reporting Section responding members need to notify the Special Services Section.

Fireworks, especially in large quantities, have the potential to detonate causing severe damage and possible injury or death. Members shall exercise care and caution when handling or storing small amounts of fireworks. No fireworks are to be stored at a precinct or command not specifically approved for storage by

the Bomb Disposal Unit. Large quantities of fireworks shall be treated as an explosive device, responding members shall follow the same procedure outlined above.

The Tactical Services Section's Canine Unit has specially trained dogs to assist in detecting explosive devices. The Canine Unit is available twenty-four hours a day, through the Notification and Crime Reporting Section. The dogs may be utilized to search buildings, vehicles, or other locations pursuant to a bomb threat.

#### 205.5 - 4 Explosion scenes

Priority shall be given to the rescue and evacuation of victims. Members shall coordinate rescue efforts with other agencies, i.e., EMS, fire department, etc. After the victims are attended to, members shall secure the explosion scene. Members should always be mindful that explosion scenes might be part of a terrorist act. Members should also bear in mind secondary devices intended to disrupt and/or injure responding emergency personnel may be present. Additionally, the perpetrator may also be claiming to be or disguised as a victim.

Members responding to explosion scenes shall:

1. Evacuate all persons from the area;
2. Establish and secure an inner and outer perimeter. The inner perimeter shall be established 1000 feet (3 city blocks) from the explosion scene. The outer perimeter shall be established a minimum of 2000 feet from the explosion scene (six city blocks);
3. Access to the inner and outer perimeter shall be strictly controlled and restricted to personnel involved in rescue efforts, bomb disposal technicians, crime scene personnel and building and safety personnel required to assess and/or stabilize structural damage.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**205.6**  
**ARMED BARRICADED PERSONS**

## 205.6 - 1 PURPOSE

To establish guidelines and response actions concerning armed barricaded persons.

## 205.6 - 2 POLICY

An armed barricaded person situation is defined as a person armed with a firearm or other weapon capable of inflicting serious self-injury or injury to others and has barricaded him or herself within any building or location. Members responding to an armed barricaded person incident shall utilize the Incident Command System (ICS).

## 205.6 - 3 Procedure

The first officers arriving at a scene of a suspected or actual armed barricaded person shall make no effort to rush the building prior to the arrival of a supervisory officer. The officers shall contain the situation by covering all exits and ensuring the person does not escape. The officers shall assess the situation and notify the zone dispatcher. The zone dispatcher shall relay the information to the patrol supervisor, notify the officer in charge of the precinct station desk, and send the requested assistance including the patrol supervisor. All responding members should adhere to the following response procedures:

1. Only those units dispatched to the scene of a armed barricaded person should respond;
2. Use extreme caution and park a distance away from the armed barricaded person;
3. Ensure open access for emergency vehicles;
4. Do not abandon police vehicles blocking access;
5. Utilize cover and concealment.

In those instances where members or citizens are being fired upon, members shall keep under cover and attempt to determine the source. Members shall maintain firearms discipline. Under no circumstances shall there be indiscriminate firing at the building or at streetlights.

The responding patrol supervisor has the following responsibilities:

1. Determine if an armed barricaded person situation exists;
2. If necessary, declare an armed barricaded situation;
3. Determine nature and seriousness of offense committed;
4. Notify the zone dispatcher;
5. Assume the role of incident commander until properly relieved.



## 205.6 - 3.1 Special Response Team (SRT)

Upon notification from the Notification and Crime Reporting Section, of an armed barricaded person the SRT shall respond to the scene. Further, Tactical Services Section personnel shall deploy to secure the inner perimeter if it is safe to relieve precinct personnel already holding those positions. In the event it is unsafe to relieve precinct personnel assigned to the inner perimeter the Tactical Services Section members shall notify the zone dispatcher of their availability to respond to calls for service.

The incident commander will assign a mission to the SRT. The commanding officer of the SRT shall assess the situation and select appropriate tactics to be employed. Due to the specialized training afforded the SRT, the actual tactics employed remain the responsibility of the commanding officer of the SRT, subject to review and final approval by chief of police, assistant chief operations portfolio or in their absence the incident commander.

## 205.6 - 3.2 Hostage situations

Hostage situations may arise from police intervention in various activities: responses to in progress crimes, family trouble runs, visits from foreign officials or dignitaries, etc.

Depending on the situation, a hostage-taker can be classified as one of three basic types: the criminal caught in a criminal act, the sociopath, or the terrorist. Each of these situations is highly volatile for different reasons. No one approach is adequate to deal with situations as diverse as these.

However, members shall bear in mind that in hostage situations, the guiding principle shall be the preservation of human life. The department's Crisis Negotiation Team, (CNT) will be activated and deployed along with the SRT to all armed barricaded person situations.

## 205.6 - 4 Tactical alternatives

Once the subject is isolated and escape has been blocked, time becomes a prime defensive tool. It is at this point that the incident commander can consider alternative actions and consider the possible consequences of each.

## 205.6 - 4.1 Containment

The first tactical consideration should be that of containing the subject and attempting to talk the subject into surrendering. A telephone or a loud hailer can be used to make this contact. The longer the subject is given to consider alternatives, the more likely it is that the subject will realize the futility of their position. Prior to dispensing gas or assaulting the building, an attempt must be made to contact the occupants of the building.

## 205.6 - 4.2 Gas

The use of gas to force the subject from the building is a second tactical consideration. The decision to employ gas will be that of the incident commander when the situation is life threatening. Tear gas will not be used in tactical situations which are non-life threatening without specific authorization from the chief of police or the appropriate deputy chief after full review of the facts in a given situation.

## 205.6 - 4.3 Assault

An assault would normally be attempted when all else has failed and there is imminent danger of serious injury or death to officers or citizens. Prior to authorizing an assault, the incident commander must assess all possible consequences of this action.





## Detroit Police Web Manual v2

**DIRECTIVE**  
**205.7**  
**HAZARDOUS MATERIALS PROCEDURES**

**205.7 - 1 PURPOSE**

The purpose of this policy is to establish procedures for police response when dealing with hazardous materials incidents. A hazardous material is any substance capable of posing an unreasonable risk to health, safety and property.

**205.7 - 2 POLICY**

The Incident Command System (ICS) shall be implemented in response to all hazardous materials incidents. Handling and disposal of certain materials requires trained experts and specialized equipment. Members of the Detroit Police Department do not possess the necessary safety equipment or expertise to permit direct contact with hazardous materials.

Therefore, members are to take appropriate measures to avoid exposure to hazardous materials and shall not attempt to contain, cleanup or dispose of hazardous materials. Sworn and non-sworn members should remember the "hands-off" approach when responding to hazardous material incidents. This "hands-off" action must be initiated and maintained to ensure the safety of responding members.

**205.7 - 3 Approach**

Approach the site with caution; utilize basic hazardous material incident safety measures. Approach uphill, upwind or upstream. Avoid inhalation or contact with fumes, smoke or vapors. Do not assume that the smoke, fumes or vapors are not harmful because they have no odor. Eye contamination, inhalation, and skin absorption of hazardous materials are the most common and serious threats to safety. Presume the material is hazardous until advised otherwise by a knowledgeable authority and do not walk into or touch the material(s).

**205.7 - 4 Identify**

From a safe distance identify the materials involved. Use all available reference sources. Observe for a Department of Transportation (D.O.T.) warning placard or label or other sign or marking on the building, cargo tank, vessel, aircraft, rail car or vehicle that might assist in identifying the involved hazardous material. Locate either the name of the material or the 4-digit ID number. The name or ID number can be referenced in the D.O.T. North American Emergency Response Guidebook for additional information.

**205.7 - 5 Interview**

If possible and it is safe to do so, interview the owner, driver or other authoritative source(s) who may have knowledge of the hazardous material. Examine shipping documents, bills of lading or Material Safety Data Sheets (M.S.D.S.) that may identify the hazardous material. When transporting hazardous materials, shipping documents must be kept:

1. In the cab of the motor vehicle or with the driver/operator;
2. In the possession of a train crew member;

3. In a holder on the bridge of a vessel; or
4. In an aircraft pilot's possession.

#### 205.7 - 6 Communicate

Communicate all information that can be safely obtained to the zone dispatcher. Provide the dispatcher with the chemical name, number of words in the name, and spelling of the chemical name (letter by letter). Example: "First word ethanol spelled E-T-H-A-N-O-L, second word ethanal spelled E-T-H-A-N-A-L." Request that the dispatcher spell back the chemical name for verification of an accurate transmission. Describe weather status and wind direction, as well as the condition of the hazardous material, e.g., stable, leaking, burning, etc. Provide the dispatcher with a general description of the area impacted by the incident, e.g., residential, commercial, industrial, environmentally sensitive, etc.

#### 205.7 - 7 Incident Commander's duties

Generally, the Detroit Fire Department will be the lead agency during a hazardous material incident. However, responding personnel in order of accession will act as the incident commander until such time as a ranking official from the fire department assumes command. Thereafter, department members will perform law enforcement duties under the control of the sworn supervisor who shall remain available for direction by the ranking fire department incident commander.

Additional duties at a hazardous material incident include:

1. Reroute traffic if required and direct all nonessential personnel and the general public away from the immediate incident area;
2. Coordinate the evacuation of the immediate site (if required) but, only if the evacuation can be accomplished without exposing police department personnel to the hazardous material;
3. Keep ignition sources, e.g., radios, vehicles, flares, open flames, etc., away from the hazardous material

#### 205.7 - 7.1 Emergency zone designation

Once the ranking fire official assumes the duties of incident commander, he/she will further define the geographic area of the emergency zone by subdividing it into three smaller zones according to the level of exposure risk to personnel.

Hot Zone: Poses immediate threat to persons;

Warm Zone: Area used to decontaminate persons coming out of the hot zone;

Cold Zone: Considered a safe area without contamination.

All persons entering a declared "Hot Zone" must be extensively trained in hazardous material handling and equipped with suitable personal protective equipment (PPE). Generally, department sworn and non-sworn members are trained only to an awareness level as first responders. Therefore, department sworn and non-sworn members will not enter a declared "Hot Zone."

The designation of Hot and Warm Zones are intended to reduce the risk of direct exposure to hazardous material by emergency personnel and to limit indirect contamination. Indirect contamination can occur through the touching or handling of persons or equipment, which have been exposed, to the hazardous

material. Therefore, it is important to control the movement of personnel and equipment between the various zones to minimize the threat of indirect contamination. Persons must be decontaminated immediately upon exiting the Hot Zone. This also includes persons who may require medical attention as the result of the original incident.

#### 205.7 - 8 Decontamination

Fire department personnel are trained in decontamination procedures and will provide appropriate decontamination equipment at the site. Members that become contaminated shall be decontaminated. Personnel assisting in decontamination will be attired in the proper personal protective equipment. Contaminated clothing will be removed from the person, and the person will be washed with water to remove gross contamination. All wastewater will be contained for proper removal and disposal. Similarly, all equipment used in the process must be decontaminated.

#### 205.7 - 9 Department of Transportation Warning Placards

Warning placards on the vehicle and labels on containers may identify potentially hazardous gases or materials. The placards are diamond shaped and are color coded as follows:

##### Orange

Indicates material that explodes, detonates, burns rapidly with intense heat, or pops.

##### White

Indicates material that presents a severe health hazard.

##### Red

Indicates material that is easily ignitable.

##### Green

Indicates material that is highly pressurized and which could explode in the heat of a fire.

##### Yellow

Indicates material that may react violently with other chemicals producing toxic or flammable gases.

##### Blue

Indicates material that reacts violently with water.

##### Multiple colors

Indicates combinations of the above color codes indicate multiple hazards.



## Detroit Police Web Manual v2

**DIRECTIVE  
205.8  
EMERGENCY PLANS**

## 205.8 - 1 PURPOSE

Emergency Plans are designed to assign tasks and responsibilities to individuals at specific sites during an emergency or disaster situation. These plans are required by federal and local regulations.

## 205.8 - 2 POLICY

The city of Detroit, Office of Emergency Management (OEM), has developed an Emergency Operations Plan (EOP) for the city of Detroit. This plan assigns broad-spectrum tasks to various departments within the city.

Detroit Police Department precincts and facilities have emergency response plans. The site Emergency Plans are written to protect persons and property.

## 205.8 - 3 Site Emergency Plans

Personnel assigned to a site, upon notification of an alert warning signal, will activate the Site Emergency Team to handle the emergency or disaster. Sworn and non-sworn members shall verify with the Unit Emergency Coordinator the nature of the emergency. Unit Emergency Coordinators will instruct sworn and non-sworn members on the required course of action. Additional personnel and resources may be called upon to enhance the response.

Sworn and non-sworn members at a facility other than their parent command shall report to the officer in charge upon notification of an alert warning signal for a possible assignment if required.

Precinct Emergency Plans detailing the proposed operation to control critical incidents shall contain the following information:

1. Potential trouble spots;
2. Precinct maps with the location of schools, city of Detroit facilities, and vital public utility installations.

Plans should include the required number of sworn and non-sworn members necessary to provide external security, mobilization potential and minimum precinct operation during a critical incident (precinct car plan).

Plans should also include consideration as to usage of schools, public buildings and grounds for:

1. Staging, rest, feeding assembly and vehicle parking areas;
2. Possible mass arrest detention sites;
3. Barrier provisions for secured areas;
4. Provisions for emergency signs, etc.;
5. Security of precinct station and plans for defense if necessary;

6. Procedures for issuance of emergency equipment such as gas masks, rifles, shot guns, flak vests, etc.;
7. Location and capacity of facilities to be used for shelters in case of evacuation. Provide contact person and current telephone number.

#### 205.8 - 3.1 Review and testing

The commanding officer of each command shall cause the precinct or site Emergency Plan to be reviewed and updated annually. A copy of the revised approved plan shall be forwarded through channels to the Tactical Operations Section each year during the month of February. Commanding officers shall ensure that a copy of the precinct Emergency Plan is accessible to all precinct supervisors. Additional copies shall be forwarded to all adjacent precincts. On site Emergency Plans shall be tested a minimum of semi-annually or as deemed appropriate. All training and/or testing of the Emergency Plan should be documented on an Inter-office Memorandum (DPD 568), and forwarded to the Tactical Operations Section. One copy should be filed on-site.



## Detroit Police Web Manual v2

**DIRECTIVE  
301.1  
RADIO PROCEDURES****301.1 - 1 PURPOSE**

To guide members in using the police radio communications system in order to ensure effective and efficient command and control of police resources and to maximize employee safety.

**301.1 - 2 POLICY**

The purpose of the radio communications system is to direct deployment to meet the needs of any situation to facilitate coordination, to inform department personnel of situations and responses, and to assure that all appropriate resources will be utilized.

**301.1 - 3 Communications Operations****301.1 - 3.1 Chief Operator's Console (CHO)**

Communications Operations has a Chief Operator's Console (CHO) to screen incoming calls to dispatchers. Calls will be routed to dispatchers only when direct dispatcher involvement is necessary, e.g. adding or deleting units, reporting the shift lineups and direction from the dispatcher to have units call them.

No requests from response units for pulls (additional time needed to complete a run), code 9330's (30 minute lunch period), clearing from runs, etc., will be accepted by telephone. All run status updates by response units shall be made via radio and CAD.

Only emergency phone calls and precinct, section or unit lineups will be accepted by the CHO personnel and routed to the zone dispatcher. Desk supervisors shall direct status inquiries through their computer system or use the precinct radio.

Requests to take units down or out of service or to place them on special details will be directed through Communications Operations Desk Supervisor.

**301.1 - 3.2 Patrol strength**

Approximately 15 minutes prior to the start of each platoon, the officer-in-charge of the platoon shall telephone Communications Operations Chief Operator and notify the zone dispatcher of the number of units, by radio call number, which will be staffed. The zone dispatcher shall also be advised as to the number of patrol sergeants who will be on-duty and their assignments. The officer-in-charge of the platoon shall also ensure that the on duty vehicle lineup for the shift is entered into the Computer Aided Dispatch (CAD) system. The date, unit number, vehicle code number, and the automatic off-duty time (AO Time) for each unit shall be entered. This information will be entered on the shift assignment screen, "ONSH2".

Immediately after roll call, Communications Operations Chief Operator shall again be contacted and the zone dispatcher notified of any changes in the original report. The CAD system shall also be updated with any change.

Before response units leave the ramp, all mobile data terminal (MDT) equipped units shall sign on with the "CADON" format and place themselves on-duty and available.

Within two (2) hours after on-duty roll call, the officer-in-charge of the platoon shall ensure that the on-duty vehicle lineup for the following day is entered into the CAD system via the "NXSHF" screen.



### 301.1 - 3.3 Radio equipped units of the precinct Investigative Operations Unit

At the beginning of each tour of duty, the officer-in-charge of each precinct Investigative Operations Unit shall provide the officer-in-charge of the precinct desk with a list of Investigative Operations Unit personnel who have been assigned a vehicle, their vehicle code and their automatic off-duty time. The list shall include precinct investigators, investigative response units, special operations units, morality units, etc.

The officer-in-charge of the station desk shall ensure that these units are entered into CAD via the shift assignment screen "ONSH2".

Precinct Investigative Operations Unit personnel shall sign on the MDT, if so equipped, promptly when leaving the precinct station or notify the dispatcher over the air if not equipped with a MDT and shall proceed with their investigative work in the normal manner.

### 301.1 - 3.4 Special details

The officer-in-charge of any radio equipped special detail which does not have an assigned radio code, shall contact the officer-in-charge of Communications Operations to inform them of the number of radio units, geographic location, nature and hours of the detail. Similarly, Communications Operations must be notified when the detail is terminated.

### 301.1 - 3.5 Changes in personnel

If for any reason there are changes, whether temporary or permanent, in the number of radio equipped units that are staffed during a tour of duty, the officer-in-charge of the precinct station desk or other appropriate section supervisor shall be responsible for notifying the zone dispatcher and causing the CAD system to be updated. Officers "out-of-service" for such reasons as no car, no partner, going to court, vehicle repair, etc., or when in the station "busy" shall notify the officer-in-charge of the precinct station desk or appropriate section supervisor. The officer-in-charge shall approve or deny the request based on its validity and necessity.

If the officer-in-charge agrees that the request is both valid and necessary, Communications Operations Zone Dispatcher will be contacted immediately by phone and a request made to render the concerned unit "busy" or "out-of-service". Officers assigned to the unit shall enter the appropriate "out-of-service" code in the MDT system.

### 301.1 - 3.6 Granting compensatory or excused time

Before supervisors grant compensatory or excused time to officers assigned to response units, they shall contact the Communications Operations supervisor regarding any backlog of runs. Once the problem or radio run backlog is resolved, the units may be relieved of response duties and notified to contact the officer-in-charge of their section/unit for reassignment.

### 301.1 - 3.7 Utilization of non-precinct uniform personnel as emergency response

Non-precinct uniform personnel such as Tactical Services Section or any other unit or section so designated by the chief of police, when not committed to a special event or occurrence which would preclude their use, may be assigned as response units to priority one and two radio runs by the zone dispatcher. When a zone dispatcher is experiencing a backlog of runs in any of the various precincts the Communications Operations supervisor shall be notified. The Communications Operations supervisor will review the situation and if appropriate, notify the field duty officer.

If warranted, the field duty officer may direct the officer-in-charge of the non-precinct uniform personnel to re-deploy the desired number of units to the affected precincts to be dispatched as response units. The field duty officer shall advise the officer-in-charge of the affected unit(s) of the radio channel to be used. In the event the field duty officer is otherwise occupied and temporarily unavailable, the supervisor at Communications Operations may initiate this action subject to later approval by the field duty officer.

The officer-in-charge of the non-precinct personnel shall contact the appropriate units via radio and direct them to

switch to the designated radio channel. The designated units shall immediately contact the zone dispatcher, provide their radio codes and advise the dispatcher that they are ready to respond.

Once the problem or radio run backlog is resolved, the units may be relieved of response duties and notified to contact the officer-in-charge of their section/unit for reassignment. The Communications Operations supervisor shall also advise the affected non-precinct uniform supervisor that the units have been returned to his/her control.

#### 301.1 - 3.8 Utilization of response units for non-emergency conveyances

All bank, food, mail and other miscellaneous runs shall be handled, whenever possible, by personnel assigned to inside details at the precinct. One-person cars, if available may handle such runs. Emergency response units shall not be dispatched to handle any such run.

Requests for prisoner conveyances from the station shall be handled only with authorization of the Communications Operations supervisor. Sworn members are reminded that the zone dispatcher must consider the availability of response units as well as the status and number of requests for police service received from citizens through the 911 emergency number prior to assigning any such station run.

Response units shall not be dispatched to convey witnesses to court. It is the responsibility of the witness(es) to appear in court after having been properly notified.

Sworn members from the same precinct who are scheduled for court appearance shall, whenever possible, be assigned to work together on the date of the scheduled appearance. If a member, having completed a court appearance, requires transportation back to the place of assignment and no department vehicle is conveniently leaving the downtown area for the general location of assignment, the member shall use available public transportation (D.O.T.) and return to his/her assignment.

#### 301.1 - 3.9 Dispatching Highland Park Scout Cars

Detroit Police Department zone dispatchers shall dispatch Highland Park scout cars. Highland Park scout cars will be designated as "16" series and shall abide by all applicable rules and regulations of the Detroit Police Department regarding the dispatching of response units.

#### 301.1 - 4 Service status

##### "Out-of-service"

Is the status of a unit which has not been placed under the direction of a zone dispatcher or which has been removed from the direction of the zone dispatcher by proper authority. This status indicates a unit is unavailable for runs or radio messages. A unit may be considered out-of-service for reasons such as no crew, vehicle repair, court appearance or other detail and/or duties when so ordered.

##### 301.1 - 4.1 "In-service"

Is the status of a response unit that is assigned to be dispatched on runs and has been placed under the direction of a zone dispatcher.

##### 301.1 - 4.2 "Busy"

Is a temporary in-service status assigned by the zone dispatcher to a unit involved in an activity, response to a run, lunch, etc. Response units placed in "busy" status for lunch shall not be dispatched to other runs except in cases of extreme emergencies, e.g., serious crimes in progress, natural disasters, explosions, etc.

##### 301.1 - 4.3 Requests for lunch

Sworn members assigned to response units shall obtain permission for lunch from the zone dispatcher. If

permission is granted, the sworn members assigned to the unit shall place themselves "out-of-service" with the MDT using the appropriate code.

If a lunch period is denied by the dispatcher due to the number of vehicles already "busy" or a backlog of high priority runs, it shall be the responsibility of the sworn members assigned to the response unit to again request lunch later in the shift. However, sworn members will not be granted lunch periods during the last two hours of a shift except where it is evident that the response unit was denied a lunch break earlier by the zone dispatcher.

#### 301.1 - 4.4 In service designation with the zone dispatcher

When a radio unit has been placed under the control of a zone dispatcher, the vehicle shall be considered in-service at all times unless the zone dispatcher designates otherwise. Sworn members who are unable to respond to a radio run shall immediately notify the zone dispatcher of the reason and be governed by the zone dispatcher's direction. Similarly, sworn members who may be required to perform a police service that will interfere with response to a radio run shall also notify the zone dispatcher and be governed by the zone dispatcher's direction.

At the end of a shift or upon completion of the tour of duty and/or run, the crew assigned to the vehicle shall notify the zone dispatcher by radio and by pushing the "off-duty" button on the MDT.

#### 301.1 - 5 Monitoring radio and mobile data terminal (MDT) transmissions

Unless otherwise ordered by competent authority, all department personnel shall keep the power supply, volume, and channel (frequency) controls of their assigned mobile radio equipment and/or portable radio equipment adjusted so as to enable reception of any response, message or order which may affect them. Further, officers operating vehicles equipped with MDT's shall keep the MDT "signed on" and available to receive any dispatched order or message. This applies to all personnel when in an "in-service" status, whether busy or not.

Sworn members are responsible for the immediate acknowledgement of any dispatched order or message, whether transmitted via radio or the MDT. Furthermore, sworn members shall promptly update the MDT system to indicate the following:

1. Activity status;
2. Receipt of a police run or order;
3. Arrival time;
4. Activity disposition;
5. Return to "in-service" status.

Generally, orders issued by the zone dispatcher will be both voice and digitally dispatched, however, orders may be digital only. Orders from the dispatcher will be followed without delay. Conflicting orders will be brought to the zone dispatcher's attention and the unit will abide by the zone dispatcher's decision. The zone dispatcher shall be advised of pertinent information regarding the circumstances and disposition of a run.

Incorrect or nonexistent addresses as well as the true nature of a run (if different from the radio broadcast and/or MDT order) shall be brought to the attention of the dispatcher from the scene. Lengthy messages of a non-emergency nature or information, which is confidential, will not be broadcasted; utilize the telephone or MDT to transmit the information. Officers must remember that broadcasts can be monitored by anyone.

#### 301.1 - 6 Radio runs

##### 301.1 - 6.1 Acknowledging a radio run

To acknowledge a radio run, sworn members shall acknowledge receipt of the message followed by the

precinct/command number and car designator. For example, "on the way, 3-4." Similarly, when calling radio, use the words, "calling radio, 10-2."

#### 301.1 - 6.2 Updating activity status

Sworn members assigned to radio equipped units placed on "busy" status by the zone dispatcher, e.g., responding to a police run, arrest, report, etc., shall keep the zone dispatcher informed of any change in their current location and/or activity. If extenuating circumstances require additional time, sworn members shall request a "pull" from the zone controller approximately every 30 minutes.

#### 301.1 - 6.3 Completed radio run or activity

Sworn members assigned to a radio and/or MDT equipped unit placed on "busy" status for any reason shall promptly notify the zone dispatcher and update the MDT system upon completion of the radio run or activity.

#### 301.1 - 6.4 Failure to acknowledge

When a sworn member fails to acknowledge a run, either by voice and/or pushing the enroute button on the MDT, the zone dispatcher shall rebroadcast the run over the radio. If the sworn member does not answer this second attempt, the zone dispatcher shall assign another unit and notify the officer-in-charge of Communications Operations, who will notify the officer-in-charge of the radio code concerned and prepare a Violation of CAD Procedures in triplicate. The original shall be forwarded to the appropriate deputy chief; one copy shall be forwarded to the commanding officer of the member concerned and one copy retained.

#### 301.1 - 7 Responsibilities of the zone dispatcher

The following is a non-inclusive list of dispatcher responsibilities and in no way relieves the dispatcher of any additional designated tasks or duties as a police officer:

1. The proper dispatching of radio runs. Dispatcher shall not hold radio runs if response units are in service and available;
2. The dispatcher must promptly and politely acknowledge all calls from units via radio or telephone;
3. The dispatcher shall provide any guidance or answer any questions from requesting units, if the information is known or available to the dispatcher;
4. The dispatcher shall immediately contact a patrol supervisor to monitor vehicular pursuits;
5. The dispatcher shall immediately sound an alert tone when a priority call of any nature commences;
6. The dispatcher shall advise and update responding patrol units of other emergency services enroute to a location (i.e. Fire, MSP, EMS, or additional patrol units or supervisor);
7. The dispatcher shall immediately notify their supervisor and announce via radio if they are experiencing any technical difficulties;
8. The dispatcher shall endeavor to distribute radio runs in an equitable fashion.

#### 301.1 - 8 Calls to the zone dispatcher

Calls to the zone dispatcher, which are initiated by sworn members, shall be classified as either priority or regular calls. A priority call is one, which involves immediate or potential danger to a citizen or to a member. It has the highest priority for attention by a zone dispatcher. All other calls shall be termed regular calls.

## 301.1 - 8.1 Alert tone

Upon hearing a priority call from a unit the zone dispatcher shall sound the alert tone by depressing the alert tone key on the dispatch console three quick consecutive times.

## 301.1 - 8.2 Priority calls

The sworn member calling is to state "calling radio" followed by the phrase "priority call." The location with a brief statement of the emergency and then the radio identification code. For example, "calling radio, priority call, Gratiot and Gunston, under fire, 9-7."

If conditions permit, the sworn member should standby until the call is acknowledged and then give the zone dispatcher as many pertinent facts as possible so that the amount and kind of aid required will be known.

Sworn members should try to be as precise as possible the first time. If the member receives no acknowledgement, the emergency message should be given "in the blind" since the transmitter may be operating although the receiver is defective. When priority calls are handled, other sworn members shall relinquish the air and maintain radio silence except when they have a priority call or when they are responding to the zone dispatcher.

The phrases "need help" or "in trouble" indicates a serious danger or emergency. The phrase "moral support" (followed by the type of problem) should be used to notify the zone dispatcher of a less serious or less dangerous problem.

## 301.1 - 8.3 Regular calls

Regular calls to the zone dispatcher should be accompanied by a brief description of the nature of the call. For example, "calling radio, 9-5 requesting a pull." After transmitting, the member should standby for acknowledgement.

If there is no reply after a reasonable period, the transmission should be repeated. When there is doubt regarding whether a call should have priority, it should be handled as a regular call and the zone dispatcher will decide on its urgency.

## 301.1 - 8.4 Utilization of "Out of Repeat" and "Repeat Mode"

"Out of Repeat Mode" should be used to report information on:

1. Police shootings, especially divulging information, i.e. the names and badge numbers of involved officers;
2. Serious situations, which should not be made public until more facts are available, i.e., barricaded gunman or hostage situation;
3. Clearing from raid locations, usually done by narcotics, or
4. Requests of a personal nature.

"Repeat Mode" should be used for normal radio traffic not falling into the above categories delineated for "out of repeat mode."

In addition, a sworn or non-sworn member who requests to be taken "out of repeat" has the responsibility for having the radio restored to the repeat mode upon the termination of his/her transmission.

## 301.1 - 8.5 Volunteering – Serious runs

Response units receiving police runs to holdups, shootings, B&E's in progress and other serious crimes, shall give their location when acknowledging the run. For example, "on the way, 13-2, Woodward and Warren." If any other response unit is considerably closer and available to respond, that response unit shall volunteer. The first car at the scene shall inform the zone dispatcher whether or not additional units are needed. Unless a specific request is made for additional assistance, other department personnel shall not respond to the scene.

#### 301.1 - 8.6 Bomb threats

The police run "bomb threat" is classified and referred to as Code 8330. There shall be no reference made to the words "bomb threat" or to the nature of the run. Whenever a request for police service on a bomb threat is received, only the location and the words "code 8330" will be broadcast on the police radio frequencies.

#### 301.1 - 9 Delta codes

Delta codes designate problem locations within the city. Officers should familiarize themselves with all delta-coded areas within their precinct or the city in general as the need arises. Delta codes are divided into the following numerical designations:

##### DELTA 1

Specific problem address; locations in the proximity of a problem address; locations at which caution should be exercised to protect surveillance teams working in the area.

##### DELTA 2

Precinct emergency.

#### 301.1 - 9.1 Procedures - Delta 1 locations

Officer should approach Delta 1 locations with extreme caution and should remain aware of officer safety concerns and procedures for approaching radio runs as delineated in this chapter. It shall be the responsibility of the appropriate specialized commands involved in surveillance operations to notify the appropriate commander of activity within their precinct, as well as Communications Operations, unless it violates the integrity of the surveillance.

#### 301.1 - 9.2 Procedures - Delta 2 locations

In the event an emergency call is received either through an emergency operator or by some other means at Communications Operations, the assigned zone operator shall:

1. Immediately dispatch at least two response units to the station sending the alarm under the "Officer in Trouble" code;
2. Not cancel the units dispatched and shall disregard all orders authorizing cancellation until the units dispatched contact the dispatcher from the station sending the alarm;
3. Not attempt to contact the station sending the alarm;
4. Notify the shift supervisor of Communications Operations who shall notify the Notification and Crime Reporting Section upon receipt of the alarm, and again when the alarm is verified.

#### 301.1 - 9.3 Responsibilities of the Precinct Commander

It shall be the responsibility of each precinct commander to prepare and continually update a list of Delta locations and conditions within his or her precinct. The following criteria shall be used in designating a specific address as a Delta location or in designating a Delta condition:

1. There has been a definite pattern of overt action committed at the address which poses a constant threat to the safety of department officers;
2. The address is occupied by a person or group of persons whose activities have proven to be a threat to the safety of department officers;
3. The address is a known narcotics factory/dealer/gallery which entertains sufficient traffic to indicate that a threat to the safety of department officers exists; or
4. The condition which has arisen or which will be known to arise is of a nature, which poses or will pose a threat to the safety of department officers.

Precinct commanders shall compile a list of Delta locations within their respective precincts following these guidelines and shall submit a copy of the list to the commanding officer of Communications Operations. Each commander shall be responsible for adding new locations and conditions to the list as they arise and for canceling outdated locations and conditions from the list.

#### 301.1 - 10 Radio equipment

##### 301.1 - 10.1 Testing

At the beginning of each tour of duty, members shall test their radio equipment to ensure its proper operation. When no broadcast is heard on a radio during any 15-minute period, the zone dispatcher shall be called so that a check can be made to determine the condition of the equipment.

##### 301.1 - 10.2 Rules governing operation of department radio

Sworn and non-sworn members must observe federal regulations and department rules, regulations, orders and procedures when operating department radio equipment. False signals, fraudulent acknowledgments, profanity, or acknowledgment of runs for other cars are all violations of federal laws, which govern radio operations.

The radio frequencies used by this and other city departments are confidential and are not to be disclosed to persons other than executives of the department. All persons seeking such information shall be referred to the commanding officer of Communications Systems.

##### 301.1 - 10.3 Hourly signals

Sworn members who have been assigned radio equipment, whether in a vehicle or on foot, need not make regular hourly signals. Sworn members assigned to sections or units with investigative duties shall communicate with their commands periodically. Such calls need not be recorded. Commanding officers of other commands may require regular signals from their personnel; however, any such signal shall not be made by police radio.

##### 301.1 - 10.4 Radio Transmissions in Canada

Sworn and non-sworn members operating radio equipped department vehicles shall be properly equipped with their badges and identification cards when entering Canada. Sworn and non-sworn members must contact Communications Systems to ascertain if a proper license is available prior to operating in Canada.

##### 301.1 - 10.5 Multi-channel mobile radios

Multi-channel mobile transceivers are installed in department vehicles. These transceivers have the capability to receive and transmit on 12 or 16 separate channels. The 16 base channels in operation are assigned as follows:

1. Channel #1 - Designated as Dispatch Zone #1 and is the home channel for Precincts 1, 3 and 4. Both the mobile and the assigned zone PREP radio operate on the same frequency;

2. Channel #2 - Designated as Dispatch Zone #2 and is the home channel for Precincts 2 and 10. Both the mobile and the assigned zone PREP radio operate on the same frequency;
3. Channel #3 - Designated as Dispatch Zone #3 and is home channel for Precincts 7, 13 and the city of Highland Park (designated as #16). Both the mobile and the assigned zone PREP radio operate on the same frequency;
4. Channel #4 - Designated as Dispatch Zone #4 and is home channel for Precincts 11 and 12. Both the mobile and assigned zone PREP radio operate on the same frequency;
5. Channel #5 - Designated as a car to car general conversation channel; also utilized for tactical situations and special events;
6. Channel #6 - Designated as Dispatch Zone #6 and is home channel for Precincts 6 and 8. Both the mobile and the assigned zone PREP radio operation on the same frequency.
7. Channel #7 - Designated as Dispatch Zone #7 and is home channel for Precincts 5 and 9. Both the mobile and the assigned zone PREP radio operate on the same frequency;
8. Channel #8 - Designated as "Major Crimes and I.O.U." channel and is the home channel for units assigned to the Major Crimes Division;
9. Channel #9 - Designated as a car to car general conversation channel; also utilized for special details;
10. Channel #10 - Designated as the "command" channel for the Gaming Administration Unit;
11. Channel #11 - Designated as the "Mobile Common" system for use by the Tactical Services Section. Can also be used by miscellaneous units or designated for special functions upon authorization of the Communications Operations Section;
12. Channel #12 - Designated as the "command" channel for use by Department executives for phone patch functions. Can also be used by miscellaneous units or designated for special functions;
13. Channel #13 - Designated as the "P" channel repeat mode; it shall be utilized by special units based upon Department needs;
14. Channel #14 - Designated as the "P" channel repeat mode; it shall be utilized by special units based upon Department needs;
15. Channel #15 - Designated as the "Q" channel repeat mode. The First precinct Special Operations Section shall utilize it;
16. Channel #16 - Designated as the "Q" channel talk around mode. The First Precinct Special Operations Section shall utilize it.

#### 301.1 - 10.6 Carrying PREP radios

Uniformed sworn and non-sworn members of the department who are required to carry PREP radios shall carry the PREP radio only in a department issued or approved holder. When in business places, PREP radios shall remain in the department issued or approved holder and shall not be placed upon ledges, counters, chairs, stools, tables, etc.

Sworn and non-sworn members in civilian attire who are required to carry PREP radios shall not carry the PREP radio in a pocket, which may contain metal objects. PREP radios shall not be left unprotected or unattended at any time.



## 301.1 - 10.7 Radio equipment feedback

When both mobile and portable radios are operated on the same frequency, sworn and non-sworn members will occasionally hear a high-pitched squeal when transmitting from either set. This sound is known as feedback and results when radio equipment of like frequencies is in close proximity to one another.

When sworn and non-sworn members are riding in vehicles equipped with a mobile radio, the volume of any portable radio equipment, such as a PREP, should be turned down.

## 301.1 - 10.8 Repair of Department radio equipment

The Communications System Unit is responsible for the repair and maintenance of all department radio equipment. Unless otherwise directed, Communications Systems shall be contacted by telephone, prior to reporting for repair of any radio equipment. Department radio repair personnel assigned to Communications Systems are the only persons authorized to repair or adjust department radio equipment.

## 301.1 - 10.9 Change in radio equipment

Anytime there is a change in radio equipment, a radio equipment test should be made before calling "in-service".

## 301.1 - 10.10 Radio equipped vehicles

Whenever a radio equipped vehicle, which is in an "out-of-service" status, is parked and left unattended, the ignition shall be turned off and the vehicle shall be locked.

## 301.1 - 10.11 Requesting radio equipment

Any request for new or additional radio equipment shall be submitted through official channels to the commanding officer of Communications Systems.

## 301.1 - 11 Mobile Data Terminal System

Authorization to operate the Mobile Data Terminal (MDT) System shall be restricted to sworn members who have received proper training and certification in the care, handling and operation of such equipment.

Sworn members authorized to operate the MDT system shall adhere strictly to all applicable rules and regulations of the Detroit Police Department, the Law Enforcement Network (LEIN), the National Crime Information Center (NCIC), the Federal Communications Commission (FCC) and the Mobile Data Terminal Policies and Procedures Handbook.

Any computerized information obtained through the Mobile Data Terminal System is to be used only for official department business; personal information obtained will subject the violator to criminal prosecution. Further, the sending of messages, which are not job related from mobile to mobile or mobile to "all MDT terminals", is prohibited. The only persons authorized to send messages "to all units" are supervisors at police communications and fire communications sections.

The MDT system is the principal way that response units receive police runs and make status changes. All police runs will be both voice broadcast as well as digitally transmitted to MDT equipped units. Response units shall promptly acknowledge receipt of a police run via the radio and by pressing the "enroute" key on the MDT. Sworn members shall press the "at scene" key when arriving at the dispatched location. At the conclusion of the activity, the member shall enter the appropriate disposition code; press the "dispo" (disposition) key and the "unit avail" (unit available) key to return to in-service status.

Additionally, the MDT must be promptly updated throughout the shift to reflect the response unit's current status. Whenever the unit will be out-of-service for any reason, the member shall enter the appropriate code and press the "out-of-service" key. To return to in-service status at the conclusion of the activity, the member shall press the

"inserv" (in service) key.

At the conclusion of the shift, the member must sign the unit off with the MDT system by pressing the "off-duty" key. The supervisor checking the vehicles on the oncoming shift will make certain that the sign-off process has been completed.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**301.2**  
**TELEPHONES, PAGERS, VOICEMAIL**

**301.2 - 1 PURPOSE**

The purpose of this directive is to establish procedures and guidelines on handling telephonic and pager communication.

**301.2 - 2 POLICY**

All telephone calls initiated or received by department members shall be conducted courteously, professionally, and promptly, and as outlined in this directive.

**301.2 - 3 Procedures****301.2 - 3.1 Answering the phone**

Telephone calls shall be answered promptly. Sworn and non-sworn members shall answer department telephones by giving the name of the command, their rank or position and their last name. Sworn and non-sworn members calling other department commands shall identify themselves and their command.

Personnel answering telephone calls shall determine the nature of assistance required and render appropriate service. Care should be taken to offer correct information at all times. If the sworn or non-sworn member receiving the call cannot determine whether a response unit should be requested or cannot satisfy the citizen's request, the caller shall be referred to a supervisory officer.

**301.2 - 3.2 Screening telephone requests for police service**

All telephone requests for police service except emergencies or crimes in progress shall be screened. Before denying or granting a request for police service, the procedures set forth herein shall be considered as well as the citizen's ability to make the report without great inconvenience.

If it is determined that a response unit is required at the scene, the sworn or non-sworn member shall obtain pertinent information regarding the incident, request the citizen's telephone number, and shall notify the emergency services operator by utilizing the Centrex System; emergency services operators shall not be notified by dialing 911.

In the event the request is not taken by the emergency services operator, the sworn or non-sworn members will be advised to contact the citizen and either refer them to the Notification and Crime Reporting Section (NCRS) to make a telephone report or to appear in person at any precinct.

In no case shall a call be ignored, nor shall the caller be advised to dial 911 directly. Additionally, the transfer of citizen telephone calls to a 911 operator to request police service is prohibited.

Emergency services operators shall screen calls in accordance with the procedures established within Communications Operations.

**301.2 - 3.3 Transferring calls**

Calls from citizens or calls from within the city's Centrex System, which have been connected with the wrong command or agency, can be transferred to the proper destination provided such destination is a component of the Centrex system. If the command or agency sought is not a component of the city's Centrex System, inform the

caller of the correct number, if known. If the call necessitates transfer to another Centrex number, the sworn or non-sworn member shall inform the caller of the correct number and then transfer the call.

#### 301.2 - 3.4 Call forwarding

Mini-stations and other designated locations have telephones with a "call forwarding " feature. If the call is not answered after three rings, the call will automatically switch to a designated number.

#### 301.2 - 3.5 Placing local calls

To place a local call, dial "9" (dial tone will be continuous) followed by the desired seven digit number e.g., dial 9 + 932-9911.

#### 301.2 - 3.6 Centrex calls

All personnel are further reminded that the city of Detroit Centrex System allows telephone calls to be made by dialing the last five digits of the telephone number. This procedure shall be used when contacting other city departments on the Centrex System (e.g., Fire Department 36th District Court, 3rd Circuit Court, Coleman A. Young Municipal Building, etc.). Under no circumstances shall a "Centrex-to-Centrex" telephone call be made by first dialing the digit "9". The Department incurs additional expense each time a "Centrex-to-Centrex" call is made by dialing "9."

#### 301.2 - 3.7 Telephone patch system

If a Department vehicle is equipped with a mobile radio and a phone patch microphone, the radio may be set on channel 12 and a telephone number dialed like any Centrex telephone, i.e., last five digits for a Centrex number or "9" and the seven digit telephone number if it is not a Centrex number. All such telephone conversations are recorded and may be monitored.

#### 301.2 - 3.8 Inter-zone and long distance calls

A map entitled "local and interzone calls" located in the front portion of the Ameritech telephone directory depicts department-authorized areas, which may be dialed directly. Approval shall be obtained each time a call is made, even to the same number.

#### 301.2 - 3.9 Long Distance Phone Call Form, Form D.P.D. 111

All long distance phone calls will be entered on a Long Distance Phone Call Form D.P.D. 111. The supervisor giving permission to place the call will affix his/her signature on the Long Distance Phone Call Form in the space provided. The Long Distance Phone Call Form shall be completed in duplicate. The original copy will be forwarded on the first of each month to the Centrex supervisor, Communications Operations and the copy will be retained by the commanding officer of the section.

The Centrex supervisor shall compare monthly billing charges with the record of authorized call. Any calls charged to a command that do not appear on the command's long distance telephone calls form will be entered by the Centrex supervisor on that command's form. That form, as well as a copy of the telephone bill and an Inter-Office Memorandum, D.P.D. 568, shall be returned through channels to the commanding officer of the command responsible for the unauthorized calls.

The commanding officer will attempt to determine the caller, verify the call and notify the commanding officer of Communications Operations of the results.

#### 301.2 - 3.10 Report of unauthorized and unverified calls

The Centrex supervisor will prepare a monthly report of unauthorized and unverified calls on an Inter-Office Memorandum, which shall be forwarded through channels to the deputy chief, Management Services Bureau.

## 301.2 - 3.11 Additional telephone facilities

Requests for changes in or additions to telephone service must be made in writing to the deputy chief, Management Services Bureau. Any command requesting telephone installation shall also indicate the type of restrictions to be placed on installed instruments.

## 301.2 - 3.12 Personal telephone

Calls on Department telephones are to be used for official police business only. All conversations should be as brief as possible.

## 301.2 - 3.13 Home service

All sworn members shall have access to a telephone where they can be reached immediately, if necessary. The member shall inform their commanding officers promptly when their telephone number is changed.

Sworn members who have difficulty obtaining telephone service shall notify their command and provide an alternate number where they can be reached immediately, until telephone service is installed in their home.

## 301.2 - 4 Pager system

Assignment of pagers shall be made in accordance with department organizational need and necessity as well as the importance of 24-hour contact capability. Additionally, pager assignments shall be made based upon these criteria after factual justification is made.

## 301.2 - 4.1 Requesting pagers for special details

Pager assignment may be made on a temporary basis for use in special details that require extensive communications capabilities. These temporary assignments will be made upon approval of Communications Systems.

To obtain temporary pagers, commanding officers shall submit an Inter-Office Memorandum, to Communications Systems through official channels. The memorandum shall contain sufficient documentation to support the request, the time frame that the pagers will be in use, and the names of the persons who will be using the pagers.

This memorandum shall be prepared in triplicate and shall be distributed as follows. The original and one copy to Communications Systems and one copy retained by the commanding officer pending approval of the request. Upon approval by Communications Systems, the copy shall be returned to the commanding officer making the request. Communications Systems shall contact the affected command to arrange for assignment of the pagers.

## 301.2 - 4.2 Requesting pagers for continuous assignment

To obtain a pager for continuous assignment, an Inter-Office Memorandum, shall be prepared by a member holding the rank of commander or non-sworn employee holding the title of second deputy chief or above. The memorandum shall be forwarded through channels to the deputy chief, Management Services Bureau. The memorandum shall contain specific data that directly relates to the previously stated criteria. In addition, detailed examples relating to the necessity of a pager shall be included to support the request.

This memorandum shall be prepared in triplicate and distributed as follows: original and one copy to the deputy chief, Management Services Bureau and one copy retained by the commanding officer requesting continuous assignment of the pager pending approval of the request.

Upon approval by the deputy chief, the original shall be forwarded to Communications Systems and the copy shall be returned to the commanding officer making the request. Upon notification of approval, the commanding officer of Communications Systems shall contact the affected member to arrange for assignment of the pager.

## 301.2 - 4.3 Record keeping

Communications Systems shall maintain a list of all pagers assigned on a continuous basis. Commands receiving pagers on a temporary assignment basis shall note in the desk blotter the name and rank, or title of the person using the pager, the pager number and the length of time that the pager will be assigned to the person. Commands not utilizing a desk blotter shall include this information on an Inter-Office Memorandum, which shall be kept in the unit file.

At the beginning of the shift, the commanding officer responsible for the special detail utilizing pagers shall ensure that Communications Operations is notified of those sworn and non-sworn members using pagers and the pager number assigned to each member. This shall be done daily until the work of the special detail is concluded.

## 301.2 - 4.4 Pager repair

When it becomes necessary to repair a continuously assigned pager, the sworn or non-sworn members using the pager shall contact Communications Systems and make arrangements for the repair and the issuance of a temporary pager. The sworn or non-sworn member shall also contact Communications Operations after issuance of the temporary pager to inform them of the pager number. The sworn or non-sworn member shall also ensure that a notation is made in the desk blotter or unit file.

## 301.2 - 4.5 Return of assigned pagers due to retirement or separation

On or before the last working day prior to retirement or resignation, sworn or non-sworn members with assigned pagers shall return the pager to Communications Systems.

If a sworn or non-sworn member is suspended or assigned to special duty status, the sworn or non-sworn member's commanding officer shall ensure that the pager is returned to Communications System.

## 301.2 - 4.6 Procedure for placing pager calls

To place a pager call from any Centrex telephone the following procedure shall be used: Dial (313) 578-7577. You will hear a normal telephone ring until you are connected into the system. You will then hear a beep. After the beep, dial the 3-digit pager code number of the person to be contacted. A ringing signal will be heard while the pager is alerted. After the pager is connected into the system, you will hear another beep and then the line will be silent. You have 10 seconds to dial the number to be called before you are automatically disconnected. If you hear several beeps before you finish dialing the number, you have been disconnected from the system and will have to hang up and start the procedure over again.

All paging messages transmitted and received over the department's paging system are recorded and maintained on master tapes at Communications Operations. Persons experiencing difficulty or needing assistance to place a pager call shall dial Centrex 6-1638 for police operator assistance.

## 301.2 - 5 Voice mail

Voice mail is a communication tool attached to designated department telephone numbers to facilitate accurate telephone messaging. It is intended to enhance service to the public and not to replace direct personal contact with the caller.

While on-duty during normal working hours, sworn and non-sworn members shall check their voice-mail a minimum of three times each shift. All messages shall be responded to in a timely manner. Old or unnecessary stored messages shall be promptly cleared from the system.

Communications Operations shall monitor the voice mail system monthly. Inactive or voice mailboxes with excessive numbers of stored messages will be brought to the attention of the member's commanding officer for corrective action.

Commanding officers shall ensure that Communications Operations is notified whenever a member who has been assigned a voice mailbox is transferred from their command or separated from the department.

All requests to add or delete voice mailboxes shall be made direct to Communications Operations.

#### 301.2 - 5.1 Recording a voice mail message

Sworn and non-sworn members should select the appropriate greeting to be recorded from one of the below listed samples:

Standard Message: "Hello, this is (rank & name) of the (command). I am either away from my desk or on my phone. Your call is important so please leave a detailed message at the tone and I will return your call as soon as possible. If your call is of an emergency nature, hang up and dial 911.

Updated Message: "Hello, this is (rank and name) of the (command). Today is (day, date). I am either away from my desk or on my phone. Your call is important so please leave a detailed message at the tone and I will return your call as soon as possible. If your call is of an emergency nature, hang up and dial 911.

Out of the Office All Day: "Hello, this is (rank & name) of (command). Today is (day, date) and I will be out of the office all day. I will be checking my messages periodically so please leave a detailed message after the tone. I'll return your call as soon as possible. If your call is of an emergency nature, hang up and dial 911.

On Vacation: "Hello, this is (rank & name) of the (command). I'll be on vacation starting (day, date) and will return to the office (day, date). In my absence, you may contact (name and telephone number) for assistance. If you are calling regarding an urgent matter, please press zero and your call will be transferred to our receptionist."

When utilizing a greeting, which contains a date or other specific message or direction, the member shall ensure that the greeting is updated promptly upon return to duty.

#### 301.2 - 5.2 Retrieving message

Dial 6-5155 (internal) or (313) 596-5155 (external).

If dialing from the Centrex number, to which the voice mailbox is attached, enter the four-digit password. If dialing from a number other than the Centrex number of which the voice mailbox is attached, enter the five digit Centrex telephone number of the voice mailbox, press the "\*" key and enter the four digit password.

#### 301.2 - 6 Obtaining unlisted telephone numbers

If a sworn member determines that an unlisted telephone number is necessary to the identification and imminent apprehension of a suspect for a serious crime, i.e., homicide, kidnapping, etc., the member shall bring this situation to the attention of a supervisor. The supervisor shall review the request and, if it is determined that the requested information is vital, the supervisor shall secure a subpoena detailing that request and present it to the Ameritech Telephone Security Department.

Under no circumstances shall the sworn member who originated the request contact the telephone company personally.

In cases of life-threatening situations where it has been determined that an unlisted number is required, Communications Operations shall be contacted.

Internal Affairs Section requests shall be made directly to the telephone company by the appropriate section commanding officer.

The Notification and Crime Reporting Section will assist members in identifying the name and address of a telephone subscriber if the member has the subscriber's telephone number and it is necessary for the apprehension of a person suspected of committing a serious crime.





## Detroit Police Web Manual v2

**DIRECTIVE**  
**301.3**  
**NON-EMERGENCY 311 CALLS FOR SERVICE**

**301.3 - 1 PURPOSE**

The purpose of this directive is to establish the guidelines and procedures for the handling of non-emergency phone calls received at the Notification and Crime Reporting Section (NCRS).

**301.3 - 2 POLICY**

The Detroit Police Department is committed to efficient and courteous service to the public and also to careful management of public resources. To enable officers to conduct more preventive patrol and community policing efforts, a telephonic reporting system is used for reports, which do not require the presence of an officer.

**301.3 - 2.1 Procedures**

The Department's "311" Non-Emergency telephone number will supplement the existing (7) digit non-emergency telephone number (313) 267-4600. Citizens calling from outside the city limits must utilize the existing (7) digit non-emergency telephone number to reach the Notification and Crime Reporting Section. However, on-duty department personnel should continue to utilize (313) 596-1550 to call in an auto recovery report. On-duty department personnel shall not utilize 311 for crime reports, but shall utilize (313) 596-4603 for that purpose.

Crime reports are received by the operator, entered into the Detects incident files, given an incident number and transmitted to the precinct of occurrence. This allows for updates, tracking, correction and duplication of individual reports. Currently, telephone calls to NCRS that escalate into an emergency, are transferred to an emergency services operator using a programmed speed dial on their telephone console.

Department sworn and non-sworn members that receive non-emergency calls that fall into the parameter of those calls that can be handled through the 311 system should:

1. Advise the caller of the availability of the 311 system;
2. Transfer the caller to the 311 system.

Telecommunications Operators will use the current NCRS incident reporting Preliminary Complaint Report (PCR) system for preparing complaints. Since an incident number is created for every report this would allow reports to be tracked, updated and would not require immediate changes, because the system is already in use.

This type of report would use the crime code of "Miscellaneous Information" and be electronically transmitted to the precinct of occurrence.

Each command shall assume responsibility for servicing the forwarded complaint in the most expeditious manner, as well as providing accountability for complaint disposition.

**301.3 - 3 Telephone Crime Reporting Criteria**

Requests for police service shall be screened in accordance with the following guidelines. If it is determined that a crime is in progress or an emergency or other extenuating circumstances exists, a response unit shall be routed through the 911 emergency system.

**301.3 - 3.1 Neighbor trouble**

Disputes over property lines, overhanging tree limbs, shrubbery and fences, etc., are civil matters. Advise the caller to consult an attorney.

However, if it is clear that the complaint involves the violation of law or ordinance, the caller shall be advised to make a report at the nearest precinct station, mini-station, or to the Notification and Crime Reporting Section at 311. If the caller is located outside the city of Detroit, the (313) 267-4600 number shall be utilized. If response to the scene is required, an emergency services operator shall be contacted and a response unit requested.

#### 301.3 - 3.2 Landlord - Tenant trouble

Landlord – Tenant complaints such as nonpayment of rent, eviction, tenants' carelessness with landlord's property or similar complaints are civil matters. Complaints of inadequate heating, termination of utility services or unsanitary building conditions shall be referred to the Building and Safety Engineering Department, Housing Improvement Bureau.

#### 301.3 - 3.3 Street Defects

When a call is received regarding street defects, the caller shall be advised to contact the Department of Public Works Assistance Center at (313) 935-4700 during normal business hours of 8:00 a.m. to 4:00 p.m. Police shall be dispatched only when the street defect is a hazard to public safety and temporary traffic control is required until the affected city department can get a crew to the site. An emergency crew is available between the hours of 4:00 p.m. to 8:00 a.m. at (313) 876-0035.

#### 301.3 - 3.4 Rubbish Complaints

Callers with complaints involving their own rubbish shall be advised to telephone the Central Complaint Office of the Department of Public Works Assistance Center at (313) 935-4700 during normal business hours of 8:00 a.m. to 4:00 p.m.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**301.4**  
**WRITTEN COMMUNICATIONS**

**301.4 - 1 PURPOSE**

An accurate flow of information is essential to police operations. The purpose of this directive is to establish guidelines concerning the handling of correspondence by members both internally and externally.

**301.4 - 2 POLICY**

It is the policy of the Detroit Police Department to respond to all correspondence in a timely, concise and meaningful manner and in accordance with established guidelines. In addition, it is this Department's policy that all matters, including written communication, be handled at the lowest level that is appropriate.

**301.4 - 3 PROCEDURES****301.4 - 3.1 Intra-departmental Correspondence (DPD 568)**

Department members shall complete all required reports in an accurate, legible manner and will submit them through proper channels and in accordance with department procedures immediately upon completion.

**301.4 - 3.2 Grammar**

Members should bear in mind that all reports and/or intra-departmental correspondence (DPD-568) must be clear, concise, and grammatically correct. It is the duty of all supervisors to review all reports submitted by subordinates to ensure content (completeness) and quality (spelling and grammar). All intra-departmental correspondence (DPD-568) should be prepared in the first person singular (i.e., "I observed"), rather than the third person (i.e., "writer observed").

**301.4 - 4 Time limits****301.4 - 4.1 Return of reports**

Letters of complaint or other matters forwarded for investigation from executives shall bear, on the Route Slip, D.P.D. 232, the date by which a return must be made.

**301.4 - 4.2 Routing**

All written communications forwarded for investigation from ranking officers shall bear a date on the Route Slip, by which a return must be made. A special attention slip shall be affixed to urgent correspondence, which requires priority consideration or handling.

**301.4 - 4.3 Progress report**

Department members shall submit reports on time. Reports submitted late due to inattention constitute grounds for disciplinary action. In the event a final report cannot be made by the date specified, a progress report shall be submitted to the office of origin. Progress reports and all other reports to the office of origin shall be sent through official channels unless otherwise directed.

Progress reports shall contain the dates the investigation will be completed and the final report will be submitted. However, all progress reports must explain the reasons that the extension is needed, and the progress report must

be submitted prior to the original due date for the assignment. Members will be directed to elaborate or revise reports or correspondence when found to be inadequate.

#### 301.4 - 4.4 Copies

All reports (through official) channels to the Chief of Police on an Intra-departmental Memorandum (DPD 568) should consist of one original and one copy. One additional copy shall be retained and submitted to each additional command that is in the reviewing chain of command. Whenever a communication is to be forwarded to more than one individual or unit, a distribution list indicating the recipients of information copies shall be typewritten at the conclusion of the report and placed in line with the left hand margin.

#### 301.4 - 4.5 Endorsements

Long reports shall be made by letter or memorandum and not by endorsement. When communications are directed through official channels, each supervisory officer reviewing the communication shall approve, disapprove or make further recommendations and forward the communication without unnecessary delay. Forwarding papers "for consideration", "inviting attention", or the like is prohibited. An exception is statistical reports, which are forwarded through official channels for the information of the chief of police.

#### 301.4 - 4.6 Formatting

The following are guidelines for written communications:

1. On intra-departmental correspondence, a margin of one inch shall be allowed at the left, right, and bottom of each page;
2. Only one side of the sheet shall be used;
3. When necessary, endorsements may be continued on an endorsement page attached to the report;
4. When more than one sheet is required, additional pages shall be headed and numbered;
5. The heading on the left side of each additional page will consist of two lines;
6. On the first line, enter the title and name of the person to whom the communication is addressed;
7. The subject of the communication shall follow the second line, introduced by "Re:" If the subject is lengthy, an abbreviated form may be used;
8. The heading on the right side of each page will consist of two lines. The first shall be the date of communication, and the second line shall contain the page number;

An example of an additional page heading is as follows:

To: Chief of Police Jerry A. Oliver, Sr.	January 4, 2003
Re: Subject of the Communication	Page 2

10. Opposite the word "To" on the first page shall be the official title of the person to whom the communication is addressed. When necessary to distinguish the person to whom the communication is addressed from another officer of equal rank, the title and name shall be written in this space;

11. All officers shall address their communications to the officer or person who is to be the final recipient of the communication. Directly following the official title, the manner of transmittal shall be entered in parenthesis as (through official channels) or (direct). The subject of the communication shall be in capital letters and as concise

as possible.

#### 301.4 - 4.7 Transmittal

When intra-departmental correspondence is sent across Bureau lines, and is in the normal course and scope of the member's responsibilities and work assignment and responsibilities, the correspondence may be forwarded directly to the final recipient, unless otherwise directed by their commanding officer.

If for operational reasons a commanding officer requires that intra-departmental correspondence from his or her command be routed to them, once approved by the submitting member's commanding officer, the correspondence shall then be forwarded directly to the recipient's command.

Every commanding officer shall have the duty of informing their superior officer in the rank of accession of any matter requiring their attention. Each deputy chief shall have the responsibility of informing the chief of police and the appropriate assistant chief of any matter requiring their attention.

The body of the communication shall be single spaced with a double space between each paragraph and shall be justified. Each paragraph shall deal with one phase of the general subject and all unnecessary introductory or explanatory paragraphs shall be avoided. All ceremonial forms such as "Sir," "I have the honor," "Respectfully recommended" shall be omitted.

When a member is mentioned by name in the body of an intradepartmental correspondence for the first time, his rank, full name, and badge number shall be stated. If referred to thereafter, his rank and last name shall be used. The written signature above the typewritten name, title, badge number and command shall be placed about one-half inch below and at the left margin.

Intra-departmental correspondence shall be folded in three equal parts parallel with the writing, the top toward the back, and the lower fold to the front or over the face of the letter in order that the entire subscription may show without unfolding the communication.

#### 301.4 - 5 Written statements concerning incidents

When a department member is directed to prepare a written statement concerning an incident involving the department or a department member it is for one of the following reasons:

1. Providing a sound factual basis for the department administrator to combat civil suits against the department and its personnel;
2. Aiding department administrators in combating unjustified criticisms directed at the department or its personnel;
3. Indicating the need for departmental action or procedural changes to avoid future similar justified criticisms;
4. Assisting in the determinations of fact in department investigations.

#### 301.4 - 6 Correspondence with other departments

All telegrams, letters, circulars, and administrative Law Enforcement Information Network (LEIN) messages, except Administrative Detects Messages pertaining to traffic warrants and prisoner identification, that are directed to other law enforcement agencies regarding fugitives, criminal investigations and related matters, shall be coordinated through the office of the chief clerk, Major Crimes Division.

All correspondence from other departments requesting arrest and/or criminal investigations shall be recorded and given a file number by the chief clerk, Major Crimes Division, and assigned to the proper command for appropriate action by the commander of the Major Crimes Division. Shall this type of correspondence be received directly by

another office without first having been recorded; the chief clerk shall be immediately notified for proper recording.

Upon completion of the investigation by the assignee, such correspondence shall be returned promptly to the chief clerk, Major Crimes Division, with a written report of the action taken, or a verbal report when expediency is essential. Replies to assignments on LEIN messages should be telephoned, in lieu of a written report, to the chief clerk, generally within 24 hours.

In emergency cases, when the chief clerk's office is closed, letters directed to other agencies shall be transmitted over the signature block of the commander, Major Crimes Division, i.e., By Authority of the Commander, Major Crimes Division.

The investigating officer shall then affix his signature directly below the signature block. A copy of the letter shall be delivered to and filed with the chief clerk's office, Major Crimes Division. LEIN messages shall be sent by contacting the Message Center of the Notification and Crime Reporting Unit, and transmitting to them a typed copy of the message via tele-copier. In the event a tele-copier is not available, the LEIN message shall be typed and hand delivered to the Message Center. A copy of the message shall be retained at the unit where it was originated. The LEIN operator shall be instructed to place a copy of the message sent in the chief clerk's drawer.

All long distance phone calls incoming from other departments, as well as outgoing, relative to requests for an arrest or criminal investigation shall be reported to the chief clerk, Major Crimes Division. Monday through Saturday, 8:00 a.m. to 4:00 p.m., phone calls from requesting departments shall be transferred to the chief clerk, Major Crimes Division. All other times such calls shall be transferred to the Notification and Crime Reporting Unit which shall prepare a memorandum for the chief clerk. Callers requesting an arrest shall be advised to confirm the call by LEIN message. If the call is from out of state, the caller should be further advised to indicate whether they would extradite. The procedure set forth in this section shall apply to all correspondence with out of state agencies as well as those agencies within the state of Michigan, with the exception of phone calls made to adjacent communities wherein the matter can be consummated immediately.

#### 301.4 - 7 Communications to and from the public

All correspondence from the public, whether received by a command through official channels or directly from a citizen, shall be processed as promptly as possible. The commanding officer shall be responsible for initiating appropriate action and for reviewing and approving the findings.

#### 301.4 - 8 Signatures

##### 301.4 - 8.1 When signed by the chief of police

Any official communication addressed to the mayor or to the head of a department of the municipal, county, state or federal government, the chief of police shall sign.

##### 301.4 - 8.2 Signature of members

When signing any communications, members shall sign their first and last names in full, over their rank or position and assignment. Sworn members shall also indicate their badge numbers.

##### 301.4 - 8.3 Substituting in a different rank

Members of the department acting or substituting for a superior officer or temporarily assigned to fill a position or a different rank shall, when signing communications, designate their present rank or position instead of their acting rank.

#### 301.4 - 9 Administrative Detects Message

An Administrative Detects Message is used only for sending and receiving information on traffic warrants and for

establishing positive identification of prisoners with other departments on line with LEIN in the state of Michigan. When sending an Administrative Detects Message, the format contained in the DETECTS Manual shall be used. An Administrative Detects Message is an official department message and no unnecessary communications shall be sent by this means. When officers send an Administrative Detects Message, they shall sign their names to the left of the entry on the Detects terminal printout sheet. This printout sheet shall serve as a record of all such messages sent and shall be retained for a period of 30 days.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**302.1**  
**DETROIT POLICE RESERVES**

**302.1 - 1 PURPOSE**

The purpose of this directive is to establish procedures and guidelines for the appointment and training of qualified Detroit Police Reserve Officers.

**302.1 - 2 POLICY**

Under the provisions of the City Charter, the chief of police may appoint persons to serve as police reserves and set qualifications for entry into the reserves. Police reserves when called to duty shall possess such powers as designated by the chief, including the powers of peace officers. Training standards shall be set by the chief. Unless there exists an officially declared emergency, duty shall be voluntary. The use of reserves shall be in accordance with rules and regulations approved by the chief of police, Board of Police Commissioners and the mayor.

**302.1 - 2.1 Police Reserves Corps**

The Police Reserves Corps is responsible for recruiting and maintaining a viable uniformed civilian volunteer force to supplement the Detroit Police Department's efforts in community service. Functions of the Police Reserves Corps include the following:

1. Planning, research and developing programs and procedures for the Police Reserves Program;
2. Recruiting and interviewing potential reserve officer candidates;
3. Conducting background investigations of candidates;
4. Establishing reserve recruit training curriculum;
5. Organizing in-service and firearms training;
6. Coordinating service requests for reserve officers;
7. Coordinating assignments and monitoring reservists at major city-wide events;
8. Maintaining and processing the personnel records of all police reservists;
9. Maintaining statistics in regards to the number of reservists, number of details, and the number of hours volunteered;
10. Coordinate the process for CCW permits;
11. Collection of department issued equipment from inactive reservists.

Reserve Officers do not replace police officers, but assist them. Under the guidance of sworn members, they play a vital role in assisting the Department in fulfilling its duties and responsibilities to the citizens of Detroit. The main functions of reserve officers are crowd and traffic control. They also may be called upon if there is a major disaster or an extraordinary emergency to assist police officers with various duties.



All Detroit Police Reserve Officers are required to successfully complete training in all authorized tasks prior to performing such tasks.

#### 302.1 - 2.2 Requirements

All appointments to the Detroit Police Reserves are made by the authority and at the discretion of the chief of police. To qualify for appointment to the Detroit Police Reserves, applicants must meet the following criteria:

1. Citizen of the United States;
2. Minimum 18 years of age at time of application;
3. Demonstrable affiliation with the city of Detroit or prove his/her willingness to serve its citizenry;
4. Good physical and mental condition. Must pass a complete physical and psychological examination by a department physician. In addition, must pass drug testing;
5. No record of felony or high misdemeanor convictions or have any outstanding warrants;
6. High school diploma or G.E.D. Certificate.

All reservists are required to successfully complete the basic Reserve Officer-Training Program. In addition, reservist electing to carry a firearm in the performance of their duty must successfully complete a forty-eight hour firearms training program. It is not a department requirement that reserve officers carry firearms. Reservists electing to carry firearms must also obtain a state of Michigan Carry Concealed Weapon (CCW) Permit.

#### 302.1 - 2.3 Assignments

Upon successfully completing the Basis Reserve Officer Training Program, at the discretion of the commanding officer of the Police Reserves Corps, reservists will be assigned to one of the thirteen precinct reserve units. The reservist will be placed on probation for a period of one year.

The precinct commander has the overall responsibility for the efficient operation of the Precinct Reserve Unit. The precinct commander shall appoint a reserve liaison officer to work in concert with the precinct's reserve commander in coordinating the operation of the unit. His/her duties includes but are not limited to the following:

1. Planning assignments and the proper deployment of reservists;
2. Investigating all complaints against assigned reservists and recommending a course of action;
3. In cases of alleged misconduct of a reservist, the precinct commanding officer shall determine the appropriate disciplinary action;
4. Citizen's complaints regarding reservists shall be handled according to department directives;
5. Monitoring and coordinate reserve's activities at precinct and community events;
6. Attend precinct reserve's monthly meetings;
7. Maintaining a reserve's monthly mobilization roster for use in case of mobilization by the mayor or the mayor's designee;
8. Ensuring that all statistics relative to the number of details and hours of each assigned reservist are forwarded to the Police Reserves Corps by the tenth day of each month;

9. Reviewing reservist's monthly time sheets to ascertain inactive participants.

#### 302.1 - 2.4 Police Firearms Training

Upon successfully completing the 48-hour qualification course for revolver, reservists electing to carry the Glock .40 caliber semiautomatic pistol must attend additional firearms training.

Reservists must be in possession of a valid CCW permit and have completed the required firearms training before they are allowed to carry a firearm on duty.

#### 302.1 - 3 Firearms

##### 302.1 - 3.1 Concealed weapons permit

Reservists electing to carry a firearm on or off-duty must apply for a state of Michigan CCW permit. Reservists are to apply for CCW permits in the county of residence. The Police Reserves Corps will assist in the processing of reservists CCW applications.

##### 302.1 - 3.2 Firearms training

All firearms training will be conducted by members of the Detroit Police Firearms Training Unit.

Reservists who elect not to carry a firearm or those who have not completed the requisite training or qualification course may still be assigned to duties as designated by their respective precincts.

##### 302.1 - 3.3 Authorized weapons

Reservists are authorized to carry only department issued or department approved privately owned firearms while on-duty and in uniform.

Privately owned firearms authorized for on-duty use are limited to the following:

1. Colt or Smith & Wesson revolver, .38 or .357 caliber with a minimum 4 inch and maximum 6 inch barrel; or
2. Glock 40 caliber, model 22 semi-automatic pistol.

Reservists who qualify with a privately owned weapon shall have it inspected by members of the Firearms Repair Unit, at which time a Firearms Record Card, D.P.D. 164, will be issued. This card must be carried at all times when the reservist is on duty.

#### 302.1 - 4 Ammunition

Ammunition authorized for use in department issued or department approved privately owned sidearm while on duty, is limited to the ammunition approved by the Firearms Training Unit and the chief of police. No other ammunition is authorized unless exempted by the chief of police or his/her designee.

No reloaded or remanufactured ammunition may be used in department issued Glock pistols. There will be no reloaded or remanufactured ammunition used by reservists in department approved Glock pistols while on-duty.

##### 302.1 - 4.1 Ninety Day Inspection – Glock semi-automatic pistol

No reservist shall carry a department issued or department approved privately owned Glock semiautomatic pistol that has not been inspected within the previous ninety (90) days.

##### 302.1 - 4.2 Firearms re-qualification

Reservists electing to carry a department issued or department approved privately owned firearm must successfully re-qualify as prescribed by the chief of police. Failure to participate in the department's re-qualification period will prevent reservist from carrying a sidearm while on duty.

#### 302.1 - 4.3 Reservists carrying a firearm while on-duty

Reservists carrying a firearm while on-duty, in uniform and while actively engaged in official reserve functions and/or assignments must be in possession of the following documentation:

1. Current CCW permit;
2. Firearms Record, D.P.D. 164;
3. Firearms safety inspection card (if carrying a privately owned firearm);
4. Valid picture identification card;
5. State of Michigan Drivers License and City of Detroit Operator's Permit (if operating a department vehicle).

#### 302.1 - 4.4 Issuing department revolver

If a reservist elects to be armed with a department issued revolver while on duty, the issuing officer shall inspect the reservist's CCW permit and D.P.D. 164 card to ascertain that both are current. The reservist will be issued department revolver and 12 rounds of ammunition. If any of the above conditions are not met, a revolver will not be issued. The name of the reservist, serial number of the revolver, time out and time in will be recorded in the desk blotter. Under no circumstances will a reservist be in possession of department revolver past the conclusion of the official function or assignment.

The firearm must be carried holstered in a department issued or department-approved holster worn in accordance with department uniform standards.

#### 302.1 - 4.5 Department approval to carry privately owned firearms

Reservists who elect to carry a department approved privately owned firearm must qualify with the privately owned firearm. The firearm must also be inspected by members of the Firearms Repair Unit at which time a Firearms Record, D.P.D. 164 will be issued. The D.P.D. 164 card must be carried by the reservist at all times while carrying a privately owned firearm on duty. The card remains valid for one year from the latest qualification date, which is listed on the reverse side of the card.

Four copies of D.P.D. 154 shall be prepared and distributed as follows:

1. One copy to the reservist's master file at the Police Reserves Corps;
2. One copy to the precinct where the reservist is assigned;
3. One copy to the Firearms Repair Unit;
4. One copy returned to the reservist, which must be carried.

#### 302.1 - 5 Discharge of firearms by reservists

##### 302.1 - 5.1 Deadly force

Reservists may use their firearms only in self-defense or in the defense of others from significant threat of death or life threatening physical injury.

## 302.1 - 5.2 Justification required by reservist

Each instance of use of deadly force will be judged on the totality of the circumstances. Therefore, reservists must be able to articulate the elements and circumstances that justify the discharging of their firearms. The reservist must state the basis for the belief that the life of the reservist or the life of a third party was endangered by the suspect.

## 302.1 - 5.3 Warning shots

The firing of warning shots is strictly prohibited. A reservist must give great consideration to the potential danger that a misdirected or ricocheting bullet presents to innocent persons.

## 302.1 - 5.4 Duties upon discharge of a firearm

Whenever a reservist discharges his/her firearm while on-duty, either inside of outside the corporate boundaries of the city of Detroit (except while on a target range), the reservist shall immediately notify:

1. Communications Operations;
2. The reservist's immediate sworn supervisor;
3. His/her assigned precinct;
4. If outside the city – the local authorities.

## 302.1 - 5.5 Rules of conduct

A Detroit Police Reservist must observe all the rules and regulations of the Detroit Police Reserves, as set forth in the Detroit Police Reserves Manual and other official department directives and must obey lawful commands of all ranking sworn and reserve officers. Any allegation of misconduct or impropriety by a reservist will be thoroughly investigated. Violations of any of these rules, regulations, directives or command will subject a reservist to disciplinary action.

Reservists are held to the same standard of conduct and professionalism as all sworn members of the Detroit Police Department.



## Detroit Police Web Manual v2

**DIRECTIVE  
302.2  
MINI-STATIONS****302.2 - 1 PURPOSE**

The purpose of this directive is to outline the procedures and guidelines of the mini-stations for the Detroit Police Department. It establishes local offices based on the needs of the community and facilities available.

**302.2 - 2 POLICY**

It is the policy of the Detroit Police Department to develop and implement proactive community oriented policing and crime prevention programs. The department's policy is to actively use the special skills and general desire to contribute to the community found in civilian volunteers. The primary function of volunteers is to contribute to the overall mission of the department by augmenting existing personnel resources.

**302.2 - 3 Objectives**

The following are objectives of mini-stations:

1. Provide better, more personal service to the community by improving relations between the citizens and police personnel;
2. Further stimulate citizen participation in solving problems and improving conditions in the neighborhood;
3. Improve crime reporting by providing citizens with more convenient locations to report criminal activities;
4. Create a facility, which will enable the citizens of the area to receive efficient police service within close proximity of their homes.

**302.2 - 4 Precinct mini-station supervisors**

A precinct mini-station supervisor shall be any member of the precinct patrol section holding the rank of sergeant or lieutenant and shall be directly accountable to the precinct patrol inspector. The position is not to be a dual function of a patrol supervisor.

During each platoon, a supervisor's duties are the following:

1. Be responsible for the proper supervision and operation of each mini-station in the area during their tour of duty;
2. Accept any reports that have been received at the mini-station and utilize the mini-station whenever possible during the tour of duty;
3. Make the necessary review of blotter entries;
4. Prepare performance evaluation reports for mini-station personnel assigned to the command;
5. Assist the precinct commander in coordinating mini station site location;
6. Be responsible for the initial inventory of furniture and equipment as new stations are established;

7. Maintain accountability for furniture by submitting an Inventory Record, D.P.D. 348, at the beginning of each fiscal year (July 1) in addition to the annual inventory report;
8. Establish and maintain a filing and reporting system that conforms with departmental guidelines;
9. Submit monthly statistical reports no later than the tenth working day of the following month;
10. Make written weekly inspection reports on Inter-Office Memorandum, D.P.D. 568, in short paragraph form, for each mini-station. This report shall contain information regarding staffing, citizen use of facility, volunteer cooperation, problems, recommendations, etc.;
11. Visit each station on a daily basis and make appropriate blotter entries noting the general condition of that particular station and check the blotter to ascertain the functioning of that station, i.e., check to see that entries are recorded properly, respond to comments written for the attention of the supervisor and make dispositions when necessary;
12. Assist the precinct crime prevention officer by coordinating crime prevention functions within the mini-stations;
13. Periodically schedule meetings with the business community to resolve any problems;
14. Attend community meetings when needed to respond to questions regarding the mini-stations in the precinct;
15. Actively recruit volunteers for mini-stations; submit the volunteers' fingerprint cards for clearance; assign volunteers to the mini-stations;
16. Encourage and assist the citizen band radio patrols that use the mini-stations as bases for their operations.

#### 302.2 - 5 Police Officers

Police officers assigned to mini-station duty shall perform the following duties:

1. Report to the mini-station immediately after roll call and make all necessary blotter entries regarding the condition of the mini-station and equipment;
2. Familiarize themselves with the business and residential community in their area;
3. Endeavor to assist the citizens within the mini-station area by frequenting business places, attending community relations meetings, crime prevention programs and other community oriented functions;
4. Frequent the mini-station as often as necessary to obtain reports and assist volunteers;
5. Utilize various modes of patrol and as often as possible utilize foot patrol.

#### 302.2 - 6 Community policing

##### 302.2 - 6.1 "Broken Window" Theory

Briefly stated, the "Broken Window" Theory is basically that once an officer begins to ignore "minor" offenses an atmosphere is created in which crime can flourish. For example, if a vacant building has one broken window, it will not be long before the building is severely vandalized. Therefore, the goal is not to ignore what seems like "minor" offenses (one broken window) and thereby prevents greater community disorder.

Admittedly, the above definition is rather simplistic; however, the complaints most cited by community groups are those "minor" offenses (e.g., abandoned vehicles, prostitution, noise, graffiti and public drinking).

## 302.2 - 6.2 Officer discretion

The Detroit Police Department recognizes that many of the "minor" offenses listed above are discretionary in nature (i.e. officer response may vary from a warning to an ordinance violation to an arrest depending on the circumstances). However, discretion does not imply personal inclination. Discretion is the application of professional knowledge, values and skills to particular problems and incidents. For example, while a vacant or abandoned building is a community problem in any neighborhood, its proximity near a school makes it a higher priority.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**302.3**  
**LICENSES AND PERMITS**

## 302.3 - 1 POLICY

Citizens desiring to obtain bicycle licenses, dance permits, public vehicle licenses, parking lot licenses, entertainer's identification cards and street closing permits. Inquiries concerning the acquisition of dog licenses may be referred to the Animal Control Center, Michigan Humane Society or Neighborhood City Halls. Citizens desiring to obtain any other city license shall courteously be referred to the city of Detroit, General License Bureau, Room 118, Coleman A. Young Municipal Center.

## 302.3 - 2 Investigation, recommendation and enforcement

Although the City of Detroit's, General License Bureau will assume the responsibility for the investigation and issuance of general city licenses, certain licenses and permits will be issued only upon a favorable recommendation from the police department.

In accordance with the provisions of the City Code, the General License Bureau will refer such applications for city licenses to the appropriate unit of the police department. The concerned commanding officer shall be responsible for ensuring that an investigation into the background and qualifications of the applicant is conducted to determine whether there are any facts, which would tend to show that such applicant or licensee is not a suitable person to conduct the licensed activity applied for.

Upon completion of the investigation, the concerned commanding officer shall affix recommendations for approval or denial and return the application, accompanied by a summary of the information obtained, to the General License Bureau.

Any member who observes or is otherwise aware of conditions which they believes to be in violation of laws or ordinances regulating the operation of any licensees or establishments, shall notify the concerned precinct or section and be guided by their instructions.

## 302.3 - 3 Denial, suspension and revocation of city licenses

A license may be denied, revoked or suspended upon proof, submitted to the General License Bureau, of any of the following acts committed by an applicant or licensee (Section 31-1-4 of the Detroit City Code):

1. Violation of any state statute or any ordinance of the city regulating, or controlling the operation of, an establishment, trade, business or occupation engaging in an illegal, unfair, dishonest, deceitful or fraudulent business practice;
2. Engaging in the same or a similar trade, business or occupation for which a license is required without first having obtained such license or engaging in the same or similar trade, business or occupation during any period of suspension or after revocation;
3. Allowing another person to use one's license without first having obtained the necessary approval;
4. Making any false, misleading or fraudulent statement of fact in the license application or in any document required by the city in conjunction with such application;



5. The establishment, trade, business or occupation for which an application; for license is pending or, for which a license has been issued, constitutes a public nuisance; or creates traffic or parking problems which adversely affect the rights of the neighboring community to the peaceful enjoyment and use of their property.

Is used for or admits persons who use the establishment, trade, business or occupation as their base of operations for gambling or prostitution, the illegal sale or use of narcotics; the dissemination of pornographic material or the presentation of pornographic performances knowledge of the applicant or licensee;

6. The establishment, trade, business or occupation seeking to be licensed constitutes a hazard or threat to the peace, health, safety or welfare of the people of the city.

Whenever it becomes necessary to request the revocation of a city license, the commanding officer of the concerned precinct or section shall make a full report on an Inter-Office Memorandum, D.P.D. 568, which shall be forwarded to the concerned deputy chief. The deputy chief shall affix his approval and/or recommendation and forward the report to the office of the assistant chief, operations portfolio. All further proceedings of application for revocation of any city license shall be cleared through the General License Bureau.

#### 302.3 - 3.1 Denial of application for license

The General License Bureau will deny applications for licenses by giving written notice to the applicant setting forth the reasons for such denial.

Any applicant aggrieved by the denial of a license shall be entitled to a hearing before the director of the General License Bureau or their designee.

Application for such hearing shall be addressed to the director of the General License Bureau in writing, and must be made within 30 days of the mailing of the notice of denial. The hearing will be scheduled at the earliest possible date, but not later than 30 days after the receipt of the application for a hearing. The director shall notify the applicant and interested city departments of the hearing at least four days prior to the hearing. The hearing may be adjourned only by stipulation of the parties or, upon cause shown, by order of the director.

#### 302.3 - 4 Renewal of licenses

The General License Bureau will send a list of all licenses that require renewal to interested city departments four months prior to the expiration date of the licenses. Unless the interested city departments notify the General License Bureau of an existing violation at least 15 days prior to the expiration of the licenses, the licenses will be renewed.

#### 302.3 - 5 Teen-age and special dances

The sponsor of a teen-age dance, special dance, or the owner of a cabaret club desiring to have dances for adults over 17 years of age, shall make application at the precinct in which the dance is to be held. Teen-Age and Special Dance License Applications, D.P.D. 519, shall be completed in quadruplicate and submitted far enough in advance to ensure that the license will be issued at least 72 hours prior to the time the dance is to be held.

#### 302.3 - 5.1 Responsibilities of the applicant

The member who assists the applicant at the precinct will provide the applicant information regarding the responsibilities of the applicant, by law. The member assisting the applicant shall refer to the Teenage/Special Dance License application, and complete all sections on the form. The application shall be reviewed and signed by the precinct commander. This procedure will ensure that the applicant is issued the correct license.

Applicants for a teenage dance permit must meet the following criteria:

1. No beer, wine or spirits shall be served, or allowed on the premises;
2. Minimum age 14, maximum age 17, except members of the school or youth organization sponsoring the dance;
3. Closed to adult public (tickets are usually sold at the door; sufficient security shall be considered in order to control admission);
4. Dance shall close at 11:30 p.m. Exception: high school senior proms sponsored by school authorities may continue to 1:00 a.m. Minors 14 through 16 years of age in attendance shall be accompanied by parent, legal guardian, or proper person designated by the parent or guardian to accompany such child;
5. Applicant must be an adult (sponsor or an officer of the sponsoring organization);
6. Names of chaperones who plan to attend the dance must be submitted with the application, one adult couple for every 30 persons expected at the dance (It is suggested that these arrangements be verified by telephone, if the applicant is not one of the sponsor-chaperones). Private security, if provided, does not replace chaperones.

Application for several future dance dates can be made at one time, if previous dances held by the organization were found to be orderly and well managed.

#### 302.3 - 5.2 Processing the application

The following procedures shall apply:

1. The application, accompanied by the required fee in money order or certified check payable to the Treasurer, city of Detroit, along with the approval of the precinct commander, shall be forwarded by mail to the General License Bureau. The General License Bureau will return a copy of the application bearing the license number, if approved, and any other pertinent information to the precinct concerned;
2. The approval of the precinct commander is required if a fee waiver is requested. No fee waiver can be granted unless the dance is to be held in a licensed rental hall or in a publicly owned facility where a rental hall license is not required.

#### 302.3 - 6 Special license for beer, wine and spirits

The following procedures shall apply:

1. If beer and wine or spirits are to be consumed, application for special license for sale of beer and wine not exceeding 16% alcoholic content by volume for consumption on the premises only, is required;
2. If spirits are to be consumed, an application for special license for sale of beer, wine and spirits for consumption on the premises is required;
3. All applications shall be received in the office of the Liquor Control Commission at least ten days prior to the date the license is to be issued.

#### 302.3 - 7 Street closing permits for special occasions

Street closing programs shall not be permitted until a permit has been obtained. The police department will grant approval only for a specific number of hours on one date. Before granting approval, precinct commanders shall take into consideration opinions of other city departments, i.e., Fire Department (when fire routes are involved), Department of Transportation (when bus transportation is involved), Department of Health (when refreshments are involved), etc.

Precinct commanders will approve requests provided the following department policies are followed:

1. The activity is properly supervised;
2. No admission is charged;
3. If the petitioner desires to sell refreshments, whether on public or private property, the petitioner must obtain approval from the Board of Health;
4. The applicant must follow the instructions given by the Board of Health relating to food handling practices and food service;
5. Loud speakers are not to be used on public streets, only at the specified location for dance music and for instructions by the supervisor in charge of the dance;
6. Pedestrian and vehicular travel will not be unduly impeded;
7. All laws and ordinances are observed.

#### 302.3 - 8 Licenses and identification cards

##### 302.3 - 8.1 Entertainer's identification cards

Every person desiring to obtain or renew a Group D entertainer's identification card shall be referred to the Public Vehicle Unit, Vice Section.

The Public Vehicle Unit shall conduct a background investigation to determine the applicant's eligibility and shall issue or renew such identification cards upon satisfactory proof that the applicant meets all requirements of the pertinent city ordinance.

##### 302.3 - 8.2 Parking lots and parking lot employee licenses

The Public Vehicle Unit of the Vice Section shall investigate applications for parking lot licenses and parking lot employees' licenses.

The Public Vehicle Unit shall approve applications upon satisfactory proof that the applicant meets the requirements of the parking lot ordinance. While enforcement of the ordinances governing parking lots and parking lot employees will be primarily the duty of the Public Vehicle Unit, precinct personnel shall take the necessary action when violations are observed or brought to their attention.

The precinct commander shall report serious or continued violations by parking lot owners and employees to the Public Vehicle Unit. All inquiries regarding these licenses shall be referred to the Public Vehicle Unit.

##### 302.3 - 9 Bicycle licenses

Bicycle licenses shall be issued by the officer in charge of any precinct station, desk. Licenses are required

by city of Detroit ordinance and may be purchased for one dollar. Each license is valid for five years commencing January 1 of the calendar year during which the license is issued and expiring December 31 of the fifth year.

#### 302.3 - 9.1 Issuance of bicycle licenses

The following procedures shall apply:

1. Bicycle license stickers shall be issued in consecutive numerical order;
2. The number on the sticker must correspond with the number on the Bicycle License Registration, D.P.D. 312;
3. When preparing the bicycle license, the issuing officer shall personally verify the bicycle serial number before entering it on the form;
4. The original copy of the bicycle license registration is given to the licensee and a copy shall be forwarded to Financial Relations Division.
5. Each precinct Community Relations Office shall be responsible for the entering the bicycle holder's licensee's name, address, and telephone number and date of purchase.
6. The precinct Community Relations Office shall be responsible for license transfers, and work in conjunction with the Investigation Operation Unit (I.O.U.) in processing investigatory complaints.

The licensing procedures for used bicycles are essentially the same as outlined above. However, the new owner shall present the old transfer bicycle license registration, if available, shall be attached to the old card with the new bicycle license registration forms.

#### 302.3 - 9.2 Lost or voided license stickers

When a license sticker is lost, destroyed or otherwise must be replaced, it will be necessary to issue a new license in the usual manner for the normal fee.

Placing the word "VOID" in the remarks column of the Bicycle License Log Book as well as the new number shall void old license numbers.

If a license sticker or bicycle license registration is voided in connection with the issuance of a license, all copies of the Bicycle License Registration, D.P.D. 312, and the license sticker shall be forwarded to the concerned precinct Community Relations office.

#### 302.3 - 9.3 Fees collected for bicycle licenses

Fees collected for bicycle licenses shall be submitted to the Fiscal Operations Section. The pre-numbered Intra-Department Receipt Book, C of D 655 RE-A, shall be prepared in duplicate and both copies with fees and customer receipts shall be hand carried to the Fiscal Operations Section. Fees collected shall be submitted to the Fiscal Operations Section daily.

The Fiscal Operations Section will compare the fees received with the pre-numbered receipts for correctness. If the fees and receipts are correct, the Fiscal Operations Section's clerk will endorse the original copy of the receipt, Intra-Department Receipt Book, to indicate receiving the money. The original copy of the receipt, Intra-Department Receipt Book, shall be returned to the Community Relations Office, precinct, or section and retained for a period of three years, along with copies of the customer issued

receipts.

#### 302.3 - 10 Inoperable motor vehicle permits

An inoperable motor vehicle is any motor vehicle that is not capable of being started and safely operated and which does not bear a valid current license plate.

No person shall park an inoperable motor vehicle on private property without obtaining a permit to park such a vehicle from the precinct concerned. Application must be made on Inoperable Motor Vehicle Permit, D.P.D. 564, within 96 hours after parking the vehicle.

#### 302.3 - 11 Michigan vehicle license plates and certificates of registration

All motor vehicles and trailers driven or moved upon the highways of this state are required to display a Michigan license plate and the operator is required to possess a valid certificate of registration, with the following exceptions:

1. Any motor vehicle or trailer being moved or driven while displaying a valid manufacturer's, dealer's, transporter's, nonresident's, or U.S. Government license plate (motorcycles may display a manufacturer's, dealer's, or transporter's license plate);
2. Any motor vehicle or trailer which is being driven or moved across a highway from one property to another;
3. Any special equipment, for which the Secretary of State shall issue a special registration;
4. Any vehicle or trailer moved or driven upon the highway for purposes of obtaining a weight receipt from a weigh master, or
5. Any vehicle wrecked or disabled or destined for repair and being drawn upon a highway by a wrecker or registered motor vehicle.

##### 302.3 - 11.1 Manufacturer's license plates

Manufacturer's license plates permit the operation or movement of vehicles owned by the manufacturer for the purpose of testing or transporting.

##### 302.3 - 11.2 Dealer's license plates

Dealer's license plates permit the operation of new or used vehicles belonging to dealers for the purpose of demonstrating the vehicles. Following purchase of a vehicle from a dealer, the vehicle may be operated with the dealer's license plate for a period not to exceed 72 hours. However, the operator shall possess a dated proof of purchase.

##### 302.3 - 11.3 Temporary license plate

A temporary license plate permits the operation of a newly purchased vehicle for a period not to exceed fifteen days, unless the vehicle owner is awaiting a personalized license plate, then and ONLY then will the temporary license plate exceed fifteen days, pending receipt of a regular license plate from a dealer.

##### 302.3 - 11.4 Registering out of state vehicles

In order for vehicles registered in other states to be registered in the state of Michigan, it is necessary for the owner to receive a vehicle inspection from a local police agency. The vehicle must be inspected to determine that the identification numbers stamped on the vehicle when manufactured are identical to those on the registration documents presented for registration in Michigan.

#### 302.3 - 11.5 Vehicle Physical Inspection Form TR-54

The following procedures shall apply:

1. The Secretary of State provides a Vehicle Physical Inspection Form, for this purpose. When signed by a police officer, the form fulfills the requirement needed to title a vehicle not presently registered in this state;
2. Extreme care shall be exercised in the identification of vehicles, as errors or improper inspections can result in stolen vehicles being subsequently titled;
3. Only those officers who have received the necessary training in identifying vehicles shall be designated by the officer in charge to conduct Vehicle Physical Inspection Form;
4. These inspections, except when extenuating circumstances dictate otherwise, shall be conducted on platoon two;
5. Officers inspecting vehicles shall have access to one of the two reference manuals provided by the National Auto Theft Bureau which shall be issued to each precinct;
6. In cases where the inspecting officer is not fully satisfied that his inspection has identified a vehicle or where the vehicle becomes suspect, the Commercial Auto Theft Section shall be contacted to assist in the identification and shall assume authority for final determination or disposition of the vehicle;
7. Vehicle Physical Inspection Form shall be made in duplicate. The original shall be given to the citizen requesting the inspection and the copy shall be forwarded to the Commercial Auto Theft Section.

#### 302.3 - 12 Michigan Liquor Control Commission Licenses

The following procedures shall apply:

1. Liquor licenses are necessary for the legal sale of beer, wine, and alcoholic beverages in the operation of any business described by the Liquor Control Commission as Class C, tavern or club; Class A or B hotel; SDM; SDD; Wholesale; or Industrial liquor sales;
2. A special liquor license is defined as a contract between the Liquor Control Commission and a special licensee, authorizing the sale of beer and/or wine or beer, wine, and spirits. Only nonprofit religious, fraternal, civic, or patriotic organizations may make application for such a license. All profits derived from the sale of beer, wine, and spirits must go to the licensed organization and not to any individual. A special license may be used only at the premises for which it was issued and only during the time specified on the license;
3. Not more than five such licenses shall be granted to any organization, including any auxiliary thereof, in any one calendar year.

#### 302.3 - 12.1 Applications for liquor licenses, special license and special purpose permits

The following procedures shall apply:

1. All applications for liquor licenses, including special license and special purpose permit applications utilizing forms L.C. 510 (Rev.8/84), L.C. 1112 and L.C. 1636, shall be investigated and processed by the Liquor License Unit, Vice Section;
2. No person operating a dance hall shall be approved for a special license to sell alcoholic beverages;
3. All investigated applications shall be reviewed by the commanding officer, Vice Section. Upon approval, the Liquor License Unit shall make written notification, in a timely manner, of all special license and special purpose permits to the precinct concerned. The Vice Section commanding officer shall ensure that a monthly report listing all approvals and denials of special license and special purpose permits is prepared and forwarded to the chief of police;
4. Form L.C. 1802 (Rev.4/84) which is utilized in all liquor license applications except special license and special purpose permit applications, shall be distributed as follows: original to the Michigan Liquor Control Commission, one copy to the Liquor License Unit.

#### 302.3 - 13 Applications for driver-salesperson - investigation

A person wishing to obtain a license to operate as a driver-salesperson (intoxicating beverages) shall make an application on the appropriate state forms supplied by the applicant's employer or the employer's authorized representative. The person supplying the application shall sign the forms and have them notarized. The applicant shall then present the forms and three photographs of the applicant to the Liquor License Unit where the applicant shall be fingerprinted. Licenses are issued for a three-year period.

#### 302.3 - 14 Permit for explosives

In compliance with Act 202, Public Acts of 1970, the department will issue permits for the possession, handling, storage, control, use, sale, purchase, transfer, transportation, or other disposition of high order explosives. The Records and Identification Section shall process all applications or permits.

All inquiries with reference to licensing requirements and all persons or firms desiring to obtain a license under authority of Act 202 shall be referred to the Gun License Unit, Records and Identification Section.

#### 302.3 - 15 License to carry a pistol

Pursuant to MCL 28.425b, concealed pistols applications are provided during normal business hours by the county sheriffs, local police agencies and county clerks. Any resident of Detroit desiring a concealed pistol application kit shall be directed to any precinct to secure one. Concealed pistol application kits are free of charge to individuals who wish to apply for a license to carry a concealed pistol.

Concealed pistol application kit includes the following:

1. Written procedure to obtain a concealed pistol license and the application form;
2. Written procedure to appeal and the appeal process form if denied a concealed pistol license;
3. Fingerprint card (fingerprints taken by the sheriff's dept).

Members are to advise the applicant that they shall apply to the concealed weapons licensing board in the county in which that individual resides. Also, the application shall be filed with the county clerk.

## 302.3 - 15.1 Purchase/sale of firearms

Under state law, any person desiring to purchase a handgun must obtain a permit in the municipality in which the person resides. In Detroit, citizens shall be directed to the Records and Identification Section, Gun License Unit, to make all such applications.

## 302.3 - 15.2 Application procedures

Citizens applying at the Gun License Unit will be required to submit the appropriate processing fee at the time of application. The Gun License Unit will accept the fee (cash only) and immediately convey the money to the Records and Identification Section, Report Unit, where a cash register receipt will be generated. The cash register receipt will be provided to the applicant.

The Gun License Unit will prepare the Detroit Police Permit Application, D.P.D. 504. The applicant's right thumbprint will be placed in the appropriate area and the form returned to the applicant. The applicant will be directed to the Records Maintenance Section, Identification Unit, for a fingerprint clearance.

After fingerprint clearance, the applicant must return to the Gun License Unit to complete the free basic pistol safety review questionnaire. If the person fails to correctly answer 70% or more of the questions on the questionnaire, the applicant shall be informed of the incorrect answers and allowed to complete a second questionnaire. Upon successful completion of the questionnaire by the applicant, a purchase permit, valid for ten days from the date of issue, will be issued in triplicate. The seller retains one copy of the purchase permit and the remaining two copies are presented to the department when the handgun is submitted for safety inspection.

## 302.3 - 15.3 Safety inspection of the handgun

Under state law, all handguns must be presented for safety inspection unless specifically exempted by statute. After purchasing a handgun, a citizen must present the firearm with the remaining two copies of the purchase permit to the Gun License Unit.

Personnel assigned to the Gun License Unit will conduct a safety inspection of the handgun and make the necessary computer inquiries. If it is determined that the handgun is stolen or otherwise wanted, the weapon will be confiscated, processed as evidence and a Preliminary Complaint Record (PCR) prepared. The matter will then be referred to the appropriate precinct investigative unit for investigation. If the weapon is not wanted and all proper clearances have been obtained, three copies of the Safety Inspection Certificate, RI-11, shall be prepared and signed as the representative of the chief of police. One copy of the report shall be presented to the registrant and the remaining copies retained and filed by the Gun License Unit.

## 302.3 - 15.4 Pellet type pistol air guns

Pistol type air guns from which a dangerous projectile may be propelled by explosives, gas or air are considered firearms and shall be presented for safety inspection as required by statute, with the exception of any smooth bore pistol designed and manufactured exclusively for propelling Ball Bearings (BB's) not exceeding .177 caliber by means of spring, gas or air.

Owners of such weapons shall obtain a purchase permit and the usual procedure shall be followed. The Forensic Services Division, Firearms Identification and Explosive Disposal Unit will number firearms of this type, which do not have a serial number.

## 302.3 - 15.5 Authority to confiscate a firearm

The officer in charge at a precinct station desk may confiscate the firearm and the license of any person



abusing the privilege or anyone who proves by his/her actions that they are not a proper person to be entrusted with a firearm. If a confiscation is made, the commanding officer shall forward the license with a statement of the circumstances to the commanding officer of the Records and Identification Section who shall present the facts at the next regular Gun License Board meeting for a proper disposition.



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**DIRECTIVE**  
**302.4**  
**NON-CRIMINAL FINGERPRINTING**

**302.4 - 1 PURPOSE**

The purpose of this directive is to outline the procedures and guidelines necessary to assist members in their efforts to handle the request for non-criminal fingerprinting.

**302.4 - 2 Public requests for non-criminal fingerprinting**

Generally, as a service to the community, public service requests involving non-criminal fingerprinting are honored by this department. Some of these requests may be handled at the precinct level, while others must be referred to the Records and Identification Section.

Whenever a person requests a service of this department for which a fee is collected, that person shall be issued an original receipt for the amount received. The receipt shall be filled out completely and signed by the member or employee receiving the fee, and then presented to the requesting individual. Receipts and moneys shall be processed in accordance with department directives.

Below is a list of the most common services for which fingerprints are taken. This list further distinguishes between individual requests in which initial processing and/or fingerprinting that is provided by the precincts, and those that should be routinely referred to the Records and Identification Section for processing.

**302.4 - 2.1 Fingerprinting at precinct stations**

Persons appearing at precinct stations for any of the following services shall be processed by precinct personnel. Such persons shall not be referred to the Records and Identification Section.

**302.4 - 2.2 State lottery license applicants**

The following procedures shall apply:

1. Take full set of prints on State Applicant Fingerprint Card;
2. Return print card to applicant for forwarding to the Bureau of State Lottery.

**302.4 - 2.3 State bar, stock brokers, and medical license applicants**

The following procedures shall apply:

1. Take full set of prints on both State and Federal Bureau Investigation (FBI) Applicant Fingerprint Cards;
2. Return both cards to applicant for forwarding to the State Identification Bureau;
3. Foreign Citizens Immigrating to or Residing in the United States;
4. Take full set of prints on FBI Card;

5. Return print card to applicant for forwarding to the United States Immigration Office.

#### 302.4 - 2.4 Applicants for permit to purchase firearm

The following procedures shall apply:

1. Take full set of prints on Detroit Applicant Fingerprint Card;
2. Prepare Detroit Police Permit Application, D.P.D. 504;
3. Complete processing in accordance with department directives.

#### 302.4 - 2.5 Applicants for review of personal Computerized Criminal History Record

The following procedures shall apply:

1. Take full set of prints on Detroit or State Applicant Fingerprint Card;
2. Return print card to applicant; and instruct applicant to mail the fingerprint card, along with a letter requesting the applicant's record, to the Michigan State Police Records and the Records Identification Section of Central Records, General Office Bldg., 7150 Harris, Lansing, Michigan 48913

#### 302.4 - 2.6 Personal identification fingerprints

The following procedures shall apply:

1. Take full set of prints on a completed Detroit Applicant Fingerprint Card;
2. Forward prints to Records and Identification Section with the notation, "E" "Personal Identification Clearance Purposes," for classification and filing; or if the prints are for another police agency, return to applicant for forwarding to the concerned agency. NOTE: This applies only to persons wishing to have their fingerprints placed in police files and shall not be confused with personal identification cards which are provided by the Secretary of State. (Parent or guardian shall accompany juveniles.)

#### 302.4 - 2.7 Child identification and protection fingerprints (No Charge)

Take one full set of prints on a completed child Protection Fingerprint Card, D.P.D. 135. Return prints to authorizing parent or guardian for, safekeeping.

#### 302.4 - 2.8 Referrals to Records and Identification Section

Persons applying for any of the following services shall be referred directly to the Records and Identification Section for processing:

1. Letter of clearance by name;
2. Immigration visa clearance;
3. Arrest Record;

#### 302.4 - 2.9 Fingerprinting security guard applicants

Individual security guard applicants will be instructed by the concerned guard agency to report to the Records and Identification Section between the hours of 8:00 a.m. and 6:00 p.m., Monday through Friday; and Saturdays from 8:00 a.m. and 4:00 p.m.

#### 302.4 - 2.10 Child identification and protection fingerprints

Under the Child Identification and Protection Act, 1985 Public Act 176, a child (defined as any person under 17 years of age) may be fingerprinted by this department when the following conditions are met:

1. When a parent or guardian signs a written authorization (Child Protection Fingerprint Card, D.P.D. 135) allowing the department to fingerprint their child;
2. Only one set of fingerprints per child shall be taken;
3. The child protection fingerprint card shall be given to the parent or guardian for safekeeping;
4. The department shall not record the existence of the fingerprints, except when the child is missing or is a runaway and when the child is found, or the case is disposed of, the fingerprint card shall be returned to the parent or guardian.

#### 302.4 - 2.11 Record keeping

In order to sustain future recommended fee increases, the department, for any given period, shall be able to determine the multiplicity of services rendered. Consequently, it will be necessary to establish and maintain a system for recording the total number of requests that are serviced in each category.

To facilitate record keeping, the Request for Fingerprinting, D.P.D. 130, shall be utilized. Each time a person appears and is granted any of the services mentioned that person shall be required to fill out this form. If there is no fee involved, the member or employee shall write the words no charge across the top of the form.

At the end of each day these forms shall be forwarded to the Records and Identification Section to be utilized in compiling the necessary data.

The Records and Identification Section shall maintain a record book. Each entry shall be categorized and a daily total shall be made in each category representing the total number of requests handled by the department during the preceding 24 hours. Once the totals have been recorded, the forms shall be filed and retained by the Records and Identification Section for a period of one year.



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**DIRECTIVE**  
**302.5**  
**OFFICE OF PUBLIC INFORMATION**

**302.5 - 1 POLICY**

The Detroit Police Department is committed to informing the community and the news media of events within the public domain which involve members of the department or which are handled by the department.

All employees of the department are to cooperate as completely as possible with members of the news media, consistent with department policies and procedures. Corporate Communications is designated as the primary source of information concerning the activities of this department.

**302.5 - 2 Department public speakers**

Corporate Communications shall maintain a public speakers list. This list shall be comprised of the names of speakers within the department who possess expertise in specific subjects. Each commander shall delegate one or more members of his precinct or division as a public speaker for the department. All requests for a department speaker or speaking engagement shall be referred to Corporate Communications; however, the above procedure shall not preclude any individual member from submitting a request to speak as a department representative or speaker when personally requested by any person or organization within the city of Detroit.

**302.5 - 2.1 Obtaining a speaker**

All speaking engagements for department speakers must take place within the limits of the city of Detroit except when otherwise directed by the chief of police. Requests shall be submitted in writing and shall contain the following information:

1. The specific day and date of the event and the name and type of organization making the request;
2. The time allotted for the actual speech and the time of the total engagement;
3. The specific topic to be presented along with a general description of the audience, e.g. senior citizens, juveniles, etc.;
4. The name, return address and telephone number of the requester;
5. Type of organization making the request;
6. The time allotted for the actual speech and the time of the total engagement;
7. The specific topic to be presented along with a general description of the audience, e.g., senior citizens, juveniles, etc.;
8. The name, return address and telephone number of the requester.

**302.5 - 2.2 Speaking regulations**

Members shall not solicit or accept remuneration for speaking engagements. Members shall adhere to departmental rules, regulations, orders or procedures affecting the content of public statements.

### 302.5 - 3 Corporate Communications responsibility

Corporate Communications exists to assist the Detroit Police Department and the news media in the prompt dissemination of complete and accurate information to the public on police operations and services. Corporate Communications shall act as the clearinghouse and coordinator of news dissemination for the department, and shall act as liaison between the news media and the police department.

### 302.5 - 4 Contact with the news media

#### 302.5 - 4.1 Commanding officers

Every commanding officer has the authority as well as the responsibility, to respond directly to legitimate news inquiries, without prior approval, on operations of his command and matters of fact of which he/she has direct personal knowledge. If time permits, he/she is encouraged to confer with Corporate Communications.

Commanding officers are expected to be fully aware of any specific restraints placed by laws and courts on the release of information held to be prejudicial to building a case or conducting a fair trial or restraints that have been promulgated by department orders. Commanding officers are also responsible for seeing that all members of their command understand the specific restraints on certain types of information required by the courts and laws, or which have been promulgated by department orders.

#### 302.5 - 4.2 Individual members

All members of the Detroit Police Department have the right to answer questions from the news media on matters of which they have direct personal knowledge, with the exception of the release of information at crime scenes, as set forth in this directive.

#### 302.5 - 4.3 Consulting superior officers

Members of the department who are uncertain about releasing information to the news media should seek advice from a higher authority starting with their immediate supervisor, if available. If officers are reluctant to answer questions because of doubt, they should say so, and not attribute their silence to a non-existent departmental restriction. Members should be careful to avoid representing their opinions as fact.

#### 302.5 - 4.4 Development of favorable publicity

Department members who have ideas for feature stories that would generate favorable publicity for the department should not present such material on their own initiative to the news media. Such story ideas should be passed on to Corporate Communications for development and release.

#### 302.5 - 4.5 Emergencies

Members of the department who are under the pressure of a fast-breaking crime situation have the right to postpone responding to a news inquiry until the urgency has passed. However, such action should be based on a genuine emergency, the newsperson should be told it is an emergency, and he or she should be answered promptly when the emergency is over.

#### 302.5 - 4.6 Lack of information

Members of the department who are asked for information beyond their range of knowledge are expected to say so and to refer the newsperson to the correct source.

#### 302.5 - 4.7 Members the subject of inquiries

In an instance where a department member has become the subject of an inquiry by the press, the member is free to refuse to be interviewed or to comment at his/her own discretion or upon the advice of counsel.

#### 302.5 - 5 Crime news

##### 302.5 - 5.1 Initial crime reports

Members having access to the reports may release information on initial crime reports verbally to the news media, on demand. However, the identity of witnesses, juvenile suspects, and victims of rape and child molestation shall not be released. Reporters shall be cautioned that initial crime reports are preliminary in nature and are not necessarily the last word as to the facts in the case.

##### 302.5 - 5.2 Release of information at crime scenes

All requests for information at the crime scene are to be directed to a Corporate Communications member, or the supervisor or officer in charge of the scene, who shall release essential factual information to the media.

##### 302.5 - 5.3 Releasing information after an arrest

After an arrest, but before a warrant is issued, members may report that a suspect is in custody, without further identification, and may release the factual circumstances of the arrest, including time, place, and any pursuit, resistance, or use of weapons. After a warrant is issued, members may release basic factual information about one accused, including name, address, occupation, family status, and a photograph, if requested, unless the suspect is a juvenile.

However, police identification numbers on photographs shall be deleted. If the suspect is a notorious individual with a widely publicized record of prior convictions, that record may also be released as already being a matter of broad public knowledge. If the suspect has not been arrested, members may release any additional identifying information that would contribute to his arrest.

##### 302.5 - 5.4 Evidence

If evidence is found away from the crime scene linking a suspect with the crime, the fact that such evidence was found shall only be released by Corporate Communications members or by the supervisor or officer in charge of the scene, provided that such release will not jeopardize the case investigation in any way and provided that the actual evidence is not described.

##### 302.5 - 5.5 Investigations

Members may release the names of investigating officers, the length of the investigation, and what disposition has been or will be made of the case.

##### 302.5 - 5.6 Restrictions on release of information

Members of the department shall be careful that the information released is not prejudicial in nature. In general, members shall not:

1. Dramatize the details of a crime through inflammatory language or highly colored description, always allowing the objective facts to speak for themselves;
2. Prejudge or classify the nature of the crime;

3. Offer opinions or interpretations about the nature of any evidence and what it may suggest as to the guilt or innocence of a suspect;
4. Comment on the existence of any tests offered to, taken by, or refused by a suspect and should leave such disclosure to the discretion of the prosecutor's office;
5. Comment on the existence of a confession;
6. Release the prior conviction record of a suspect when such information is not already a matter of public information through wide-spread publicity, until a warrant is issued;
7. Obstruct the legitimate freedom of operation of news photographers and television cameraperson;
8. Deliberately pose suspects in custody for photographing or televising by news media;
9. Permit interviews of suspects in custody, without the written permission of such suspects, after they have been officially notified of their legal rights to counsel and to refuse an interview;
10. Release the statements or comments of prospective witnesses or discuss their credibility;
11. Comment on the possibility of a plea of guilty to the offense charged or any lesser offense;
12. Comment about the possible guilt or innocence of a particular suspect. The fact of arrest presumes the existence of evidence justifying an arrest. If a statement must be made, the prosecutor's office suggests this statement be given: "Our investigation has uncovered sufficient evidence to submit to the prosecutor for prosecution."

#### 302.5 - 5.7 Civil disturbances

Members of the department shall report the facts, as they know them, promptly, clearly and objectively, avoiding personal opinion, evaluation or inflammatory language. Calling a disturbance a "riot" is a matter of judgment to be avoided.

#### 302.5 - 5.8 Media inquires against police personnel

Release of information in such circumstances shall follow the same criteria applied to crime news, keeping in mind that prompt release of the police version of the facts is important to balanced coverage by the media. If the identity of the member involved in the complaint is known, he is free to make a statement in his/her own behalf.

If a civil action has been recorded in the appropriate court, all inquiries shall be handled through the city of Detroit's Corporation Counsel's Office.

#### 302.5 - 6 Written request for public records

Sworn and non-sworn members receiving written requests for disclosure of public records shall determine if the request contains a sufficient description to identify the record. Some written requests will contain vague or erroneous descriptions of desired reports and records. Preliminary Complaint Records, (PCR) Offense Reports, Investigator's Reports, etc. may be referred to simply as "police reports." However, a diligent effort shall be made to define and locate the requested records within the command.

If, after thorough effort, the desired record cannot be determined because of a vague or incorrect description, or it is determined that the record is not located within the command, an Inter-Office Memorandum, D.P.D.



568, detailing the efforts taken to define or search for the record along with the written request shall be forwarded to the Legal Affairs Section.

Two copies of any records pertaining to the request, which are located within the command, shall be forwarded with the written request to the Legal Affairs Section.

#### 302.5 - 6.1 Recommendations regarding release of records

Commands may make recommendations regarding release of records or requesting deletion of certain information by attaching an explanatory memorandum to the records.

#### 302.5 - 6.2 Releasing highly sensitive intelligence information

In the event a request is made for highly sensitive intelligence information, commanding officers shall seek a review of the request by the appropriate deputy chief prior to forwarding the requested record to the Legal Affairs Section. Such review shall occur within two days of receipt of the request.

#### 302.5 - 6.3 Record request Log Book

Each commands administration staff shall maintain a Log Book for all records forwarded to the Legal Affairs Section in compliance with this act. The following information shall be entered in the Log Book for each set of forwarded records: name and address of requesting person, description of requested records, date forwarded and name of member or employee who searched for and forwarded the records.



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<b>Series</b> 300 Support Service	<b>Effective Date</b> 05/09/05	<b>Review Date</b> 05/09/06	<b>Directive Number</b>  305.1
<b>Chapter</b> 305 - Detention Management and Operations			
<b>Reviewing Office</b> Assistant Chief of Operations Portfolio			<b>New Directive</b>
<b>References</b> CALEA 71.3.1; 72.1.3; 71.1.6; 72.4.5; 72.6.1; 72.6.3; 72.8.3; 82.2.4 Chief of Police Ella M. Bully-Cummings			<b>Replaces</b>

## DETAINEE INTAKE/ASSESSMENT

### 305.1 - 1 PURPOSE

To provide guidelines and procedures to ensure that all persons in the custody of the Detroit Police Department (DPD) have been lawfully arrested and properly screened upon intake. This Directive also provides guidelines to identify all detainee medical and/or mental health needs and security risks so that they may be properly addressed.

### 305.1 - 2 POLICY

The DPD has a standard intake procedure for all detainees entering DPD custody including a comprehensive detainee medical and mental health-screening program (including detainees with disabilities). This Directive, along with the DPD's Detainee Intake Form (DPD 651) shall be forwarded to the Detroit Department of Health and Wellness Promotion (DDHWP) annually, on this Directives review date, for approval, in writing, by qualified medical/mental health professionals, and prior to any revisions being made. It is the policy of the DPD that:

- Medical/mental health and security screening is conducted within two hours of intake through a verbal exchange between DPD members and the detainee;
- All information pertaining to a detainee, acquired by the arresting or transporting officer, is incorporated and recorded at intake. This information shall be immediately and readily available to all relevant medical and transporting personnel in a manner consistent with relevant federal and state confidentiality provisions;
- Detainees with medical conditions are identified (e.g., infectious disease, chronic conditions, disabilities, ambulatory impairments and drug/alcohol withdrawal);
- Detainees are identified who have been on heightened observation for suicide risk at any time during a past incarceration or who are at risk of committing suicide;
- Detainees are segregated, relying upon objective, behavior based criteria for identifying suspected crime partners, vulnerable, assaultive or special management detainees, who should be housed in observation cells or single-occupancy cells;
- Detainees with disabilities are provided with reasonable accommodations;
- Detainees are identified who have any medical contraindications (allergic reactions) for the use of chemical sprays. **Individuals who indicate that they have asthma and/or emphysema shall be considered to have contraindications to chemical spray;**

- Measures are taken to prevent the spread of infectious diseases, including the proper handling and disposal of bio-hazardous material, in accordance with MIOSHA requirements. [Refer to Directive 403.2 (Infectious Disease Control)];
- Supervisory review and written approval is mandatory, absent exigent circumstances, prior to any decisions made in response to acquired medical information.

### **305.1 - 3 Definitions**

#### **305.1- 3.1 Confidential Medical Envelope (CME) (DPD 658)**

Contains all health care information and screening forms on detainees in DPD custody. The CME is confidential and is only available to those members required to ensure that the detainee's medical and mental health needs are addressed.

#### **305.1- 3.2 Constant Supervision**

The detainee shall have direct one-on-one supervision at all times.

#### **305.1- 3.3 Detainee**

Any individual in DPD custody.

#### **305.1- 3.4 Detainee Alert Sticker**

An alert system to readily identify special detainee needs, restrictions or security issues.

#### **305.1- 3.5 Detainee File Folder (DPD 657)**

A folder that contains the arrest ticket, Privilege Restriction Forms (if applicable), Confidential Medical Envelope (CME) or any other information necessary to assist in the care and custody of detainees.

#### **305.1- 3.6 Detainee Intake Form (DPD 651)**

The medical and mental health screening form shall be completed for every detainee in DPD custody.

#### **305.1- 3.7 Detention Officer**

Both sworn and non-sworn individuals employed by the DPD whose duties include the supervision and care of individuals in DPD custody.

#### **305.1- 3.8 Detoxification/Safety Cell**

The detoxification/safety cell is designed to detain chemically impaired persons (e.g., alcohol or drugs) or to temporarily lodge a person who may be a suicide risk. When a detoxification/safety cell is utilized to house detainees who are suicidal (safety cell) detention officers shall provide continual direct observation (one-on-one supervision); and when a detoxification/safety cell is used to house detainees who are not suicidal (detoxification cell), the cell shall be monitored (checked every 15 minutes).

**305.1- 3.9 High Risk Detainee**

- Detainees who indicate that they are currently, have previously, or are supposed to be taking medications for mental illness;
- Detainees who exhibit behavior or make statements that raise concerns of mental health issues other than suicidal tendencies;
- Detainees exhibiting symptoms of drug and/or alcohol withdrawal;
- Detainees with life threatening medical conditions or serious illness requiring medical treatment;
- Vulnerable detainees (e.g., assaultive, combative, special management, suspected crime partners) who should be housed in single occupancy cells.

**305.1- 3.10 Holding Cell**

The room or area in which individuals in DPD custody are confined, including cells at the DPD precinct stations, specialized units, and the Detroit Receiving Hospital (DRH).

**305.1- 3.11 Holding Cell Area**

The room or area where detention officers process in-coming detainees.

**305.1- 3.12 Injury**

Any impairment of physical condition or pain.

**305.1- 3.13 Material Witness**

A witness subpoenaed to testify in a criminal case.

**305.1- 3.14 Mental Health High Risk Detainee Monitoring Log (DPD 661a)**

A form used to monitor detainees who indicate that they are currently, have previously, or are supposed to be taking medications for mental illness and/or detainees who exhibit behavior or make statements that raise concerns of mental health issues.

**305.1- 3.15 Monitor**

To observe/check every fifteen minutes for any changing or deteriorating conditions of the detainee.

**305.1- 3.16 Observation Cell**

An observation cell may be a detoxification/safety cell or any other single occupancy cell that is temporarily used to house a suicidal person. Constant supervision (one-on-one) must be provided at all times.

**305.1- 3.17 Platoon Daily Detainee Summary Log (PDDS) (DPD 659)**

A log to facilitate the transmission of critical information to all personnel involved in the arrest, detention, medical and mental health care, and arraignment process and to document detention officer and supervisory cell checks.

**305.1- 3.18 Privilege Restriction Log (DPD 700)**

Lists all detainee privilege restrictions (e.g., access to telephone and/or visitors) and the justification for the restrictions.

**305.1- 3.19 Qualified Medical Professional**

An individual who is currently licensed by the State of Michigan to deliver the health care services they have undertaken to provide.

**305.1- 3.20 Qualified Mental Health Professional**

An individual who is currently licensed by the State of Michigan to deliver the mental health services they have undertaken to provide.

**305.1- 3.21 Suicidal Detainee**

A detainee who gives any indication of the following:

- By word or action indicates a desire or intent to harm self;
- History of suicide attempts;
- Any information received from any source (e.g., family, friends, etc.) indicating that the detainee may be suicidal or has made previous suicide attempt(s).

**305.1 - 4 Initial Intake****305.1- 4.1 General**

1. All officers presenting a detainee for incarceration to any holding facility must be positively identified. If not known, any officers presenting a detainee for incarceration, shall be asked to produce a badge and identification card;
2. No handcuffs shall be removed from any detainee until such time as the detainee is physically turned over to a detention officer. Handcuffs shall be removed prior to detainee processing and prior to placing the detainee in a cell;
3. All detainees shall be patted down or "frisked" for weapons by a detention officer upon entering the holding cell area (booking area);
4. No arresting and/or transporting officer shall accompany any detainee into a holding cell.

**305.1- 4.2 Sick and/or Injured Detainees**

1. DPD holding cell facilities are not intended for, or equipped to handle, detainees that require immediate or sustained medical or mental health care attention. **No** detainee shall be accepted into or held in any DPD holding facility that has injuries or illnesses that require immediate or sustained medical or mental health attention until cleared for incarceration by a qualified medical or mental health professional;
2. Detention officers shall observe detainees for obvious signs of injury or illness and/or behavior that may indicate mental health care concerns. **[Refer to Directive 305.5 (Detainee Health Care) Section 4.3] and Guidelines for Detainee Screening (DPD 651a) posted in the Holding Cell Area;**
3. If the detainee is in need of emergency medical attention, or if the detainee complains of an illness or injury requiring emergency medical attention, the detention officer shall immediately notify Emergency Medical Services (EMS), the officer in charge (OIC) of the desk and render first aid if appropriate. This includes obvious cases as well as when there are:
  - a. Signs of trauma/serious injury (fractures, serious or obvious pain, swelling deformity or uncontrolled bleeding);
  - b. Signs of serious illness (loss or change of consciousness, difficulty breathing or not breathing, seizures/convulsions, chest pain, sudden state of confusion or **a change in ability to communicate**,

severe headache, sudden weakness or paralysis, severe abdominal pain, vomiting blood/blood in urine or stool, incoherent-fruity breath);

c. Signs of drug/alcohol withdrawal (e.g., nausea, vomiting blood, diarrhea, tremors, sweating);

4. If EMS is not available, the OIC of the desk shall make immediate arrangements to have the detainee conveyed;
5. If the severity of medical condition is unclear, or if the detainee requests attention for a medical/mental health condition that does not require immediate medical attention, he or she shall be transported as soon as possible to DRH. **Additionally, all detainees that are vomiting or with diarrhea shall be conveyed as soon as possible to DRH because of the risk of harm from dehydration;**
6. If available, the arresting officers shall be responsible for transporting the detainee to DRH unless the complaint of illness or injury occurred through police action;
7. If the arresting officers are not available, or if the arresting officers were involved in the detainee's complaint of illness or injury, the OIC of the desk shall designate other officers for the conveyance.

#### 305.1- 4.3 Reviewing the Arrest

1. The arresting officers, after turning over the arrestee to the detention officer, shall immediately notify the OIC of the desk regarding the circumstances of the arrest and the charge(s). Any information known, or made known, to the arresting officers regarding the detainee's physical or mental health shall be communicated to both the detention officer and the OIC of the desk;
2. If probable cause for an arrest is lacking, the OIC of the desk shall immediately release the person, record the person's name, address, alleged offense, time of release, the circumstances surrounding the person's detention and subsequent release in the Desk Blotter and on a Review of Arrest Exception Form (UF-001) within 12 hours of the event;
3. The OIC of the desk shall ensure that every reasonable courtesy is extended to the released individual so that no further inconvenience will occur. If it would not seriously hamper the efficient operation of the department, the OIC of the desk shall ensure that the individual is returned to his or her automobile, public transportation, or to the individual's intended destination, if it is within the corporate limits of the city of Detroit;
4. Any person arrested for a misdemeanor punishable by imprisonment for not more than one year or by a fine and who cannot be arraigned immediately, and who is able to post bond, shall not be held nor shall they be subjected to a custodial search, subject to certain exceptions. [Refer to Directive 305.6 (Detainee Bonding);
5. The OIC of the desk shall advise the detainee of the amount and condition for bonding, if known. If the detainee is not allowed to bond out, he or she shall be advised of the reason, (e.g., hold for outside jurisdiction, bond not set, intoxication);
6. It is the responsibility of the OIC of the desk to verify the age of any detainee who appears to be or alleges to be a juvenile. Until age verification, the detainee shall be separated by sight and sound from all adult detainees and be placed in the juvenile observation room and constantly supervised (one-on-one supervision);
7. To verify the age of a detainee who appears to be or alleges to be a juvenile and cannot substantiate their true age, members shall contact parents, guardians or utilize precinct youth officer records or Board of Education records. If it is ascertained that the detainee is a juvenile, the precinct youth officer shall be notified if available;
8. By affixing his or her name on an arrest Case Report a supervisor is acknowledging that he or she has reviewed the Case Report, and has determined whether there was probable cause. If the detainee is not eligible to immediately post bond, the detainee will be admitted to the holding facility and the detention officer shall conduct a custodial search of the detainee.

#### 305.1- 4.4 Custodial Search

1. The OIC of the desk shall be responsible for ensuring the proper searching of all detainees admitted to the holding facility;

2. All felony detainees and all misdemeanor detainees who are not able to post bond immediately shall be searched;
3. Detainees shall be searched by a member of the same sex;
4. When female members are not available within the command to conduct searches of female detainees, the OIC of the desk shall secure a female member from another command to conduct the search;
5. Detainees who have not been searched shall be secured and segregated from detainees who have been searched. No detainee shall be placed in a holding cell prior to being searched.

### 305.1 - 5 Initial Intake Documents

#### 305.1- 5.1 General

1. If the detainee is not in need of immediate medical/mental health attention, the detention officer shall complete the intake screening process by completing the initial intake documents (Detainee File Folder and Detainee Intake Form);
2. If the detainee is in need of immediate medical/mental health care attention, the officers that conveyed the detainee to the medical facility, or the officers that accompanied EMS during the conveyance, are responsible for completing the necessary intake screening documents (Detainee File Folder and Detainee Intake Form) at the medical facility where the detainee is conveyed;
3. The OIC of the desk shall be responsible for ensuring that all initial intake forms are completed for all detainees arrested by anyone under his or her command.

#### 305.1- 5.2 Detainee File Folder

1. The Detainee File Folder is the central booking record for every detainee admitted to a DPD holding facility. A Detainee File Folder contains:
  - a. Confidential Medical Envelope (All detainees);
  - b. Arrest ticket (All detainees);
  - c. Privilege Restriction Log (If applicable);
  - d. Any Detainers (If applicable);
2. The Detainee File Folder shall be filed at a secure location behind the front desk of the holding facility where the detainee is housed in alphabetical order by the detainee's last name, and shall be readily accessible to the on-duty detention officer, OIC of the desk, and all relevant medical and transport personnel;
3. In the case of a detainee at DRH, the Detainee File Folder shall be secured at the DRH Police Detail; and, the Arrest Ticket and detainee's property shall be transported to the Thirteenth Precinct;
4. If the detainee is at any medical facility other than DRH, the Detainee File Folder shall be filed behind the front desk at the holding facility where the detainee will be eventually housed, once medically cleared to be transported and incarcerated at another DPD holding facility;
5. The Detainee File Folder and the Confidential Medical Envelope (DPD 658) containing all confidential health information for all detainees released from DPD custody (e.g., arraigned, bonded, transferred) shall be retained at a secure location at the precinct holding facility that the detainee was last in DPD custody. Detainee File Folders shall be filed by date of arrest and then alphabetically by detainee name. **Refer to Directive 101.11 (Record Retention)] for directions on how long retention is required.**

#### 305.1- 5.3 Alert Stickers

1. A Detainee Alert Sticker shall be placed on all Detainee File Folders, as soon as it becomes apparent, either through the detainee screening process or based on subsequent information, that a detainee has a special need or is a security concern (e.g., escape risk). Detainee Alert Stickers allow members to easily identify and respond appropriately to those needs or concerns;
2. The Alert Stickers, which are color coded to correspond to the specific alert, should be applied to the front of the Detainee File Folder directly under the detainee's name and according to the following color code:  
**Red:** All detainees that have an illness or injury, complained of an illness or injury, or that have been conveyed to DRH or any other medical facility, and have been treated by a qualified medical or mental health professional, have refused such treatment when offered, and all detainees whose answers to the Detainee

Intake Form indicate a medical contraindication for the use of chemical spray;

**Green:** All detainees that (or had) any privilege restriction imposed (e.g., visits, access to the telephone);

**Purple:** Vulnerable detainees (e.g., assaultive, special management, suspected crime partners) who should be housed in single occupancy cells;

**Blue:** Detainees that are segregated because they are suspected of having communicable and/or infectious diseases or detainees that refuse to answer any or all of the questions on the Detainee Intake Form;

**Orange:** All high-risk detainees that are housed in a detoxification/safety cell that are either monitored or under constant supervision.

### 305.1 - 6 Medical/Mental Intake Screening Process

The DPD is responsible for the personal security and safety of detainees in our custody. This includes screening to identify characteristics and risk factors that may indicate suicide potential. Research has shown that the highest risk period for suicide attempts is within 24 hours of initial confinement. All members of this department form the front line of defense in detainee suicide prevention.

#### 305.1- 6.1 Confidential Medical Envelope (CME) (DPD 658)

The CME, located within the Detainee File Folder, will contain:

1. Detainee Intake Form (All detainees);
2. Detainee Medical Treatment and Medication Log (If applicable);
3. Detainee Medical Care Referral Form (DPD 660)(if applicable);
4. After Care Discharge Form (if applicable);
5. Unfilled prescriptions (if applicable);
6. Special diet prescribed (if applicable).

#### 305.1- 6.2 Detainee Intake Form

1. A Detainee Intake Form (DPD 651) shall be completed, within two hours of arrest, for every detainee booked into any holding facility;
2. Detention officers shall complete the Detainee Intake Form based on an actual verbal exchange between themselves and the detainee and incorporate all health information pertaining to the detainee acquired by the arresting or transporting officers. Upon the completion of the form, the member shall sign, date and record the time on the form and present the form to the OIC of the desk for his or her review and signature;
3. The Detainee Intake Form shall be continuously updated to incorporate additional relevant detainee health information acquired during the detainee's detention;
4. If the detainee is unable to provide an answer (e.g., the name of his or her medications, etc.), the corresponding space in the Detainee Intake Form shall not be left blank. The interviewing officer shall provide an explanation (e.g., "name of medication(s) unknown"). If the space provided on the Detainee Intake Form is insufficient to accept the needed information, then the "Additional Comment" portion of the Detainee Intake Form shall be utilized;
5. A copy of the Detainee Intake Form shall accompany all detainees conveyed to DRH or that are conveyed to any other medical facility.

#### 305.1- 6.3 Refusal to Answer

1. Detainees have the right to refuse to answer any or all questions and/or to sign the Detainee Intake Form;
2. In the event a detainee refuses to provide answers, the detention officer shall complete as much of the information as possible based on his or her own observations and verbal exchanges with the detainee and write "refused," for any question that the detainee refuses to answer. No spaces shall be left blank. If the detainee refuses to sign the form, the detention officer shall write "refused" in the detainee signature block;
3. A refusal of a detainee to answer any question, or sign the Detainee Intake Form, shall be brought to the



attention of the OIC of the desk who shall act as a witness and shall affix his or her initials on any line that the detainee "refused" to answer;

4. If the detainee refuses to answer any or all medical and/or mental health screening questions, a notation shall be placed on the Platoon Daily Detainee Summary Log. Refer to the Detainee Intake Form for specific responses dependent on what questions a detainee refuses to respond to. Possible actions range from segregate and monitor to transport to DRH.

#### 305.1- 6.4 Communication between Shifts

1. The Platoon Daily Detainee Summary Log, which is a log that lists detainees currently in custody at the holding facility, their medications, medical and/or mental health care instructions, security concerns (e.g., escape risk) and all alerts, shall be reviewed at the beginning of every shift by the detention officer coming on duty as well as any supervisor assuming operation of the desk;
2. Detainee health information shall be communicated between consecutive shifts, (e.g., whether a detainee is taking medication or has a medical condition) and shall be documented by the detention officer and the OIC of the desk affixing their signatures on the Platoon Daily Detainee Summary Log.

#### 305.1- 6.5 Confidentiality

1. All medical and mental health information obtained is confidential;
2. Access to medical and mental health information will be limited to necessary members (e.g., to dispense medications, monitor, etc.) and medical personnel for the purpose of providing the appropriate medical and/or mental health treatment. No medical or mental health care information shall be provided to any other person without the written authorization of the detainee;
3. The Detainee Intake Form shall be completed in private (e.g., out of sound of other detainees);
4. Any violations of confidentiality concerning detainee medical and/or mental health information shall subject violators to disciplinary action and/or civil liability.

### 305.1 - 7 Levels of Supervision

#### 305.1- 7.1 Cell Assignments

Detainees are segregated, relying upon objective, behavior based criteria for identifying suspected crime partners, vulnerable, assaultive or special management detainees, who should be housed in observation cells or single-occupancy cells. The Detainee Intake Form contains questions (e.g., medical and mental health condition) and takes into consideration certain risk factors (e.g., predatory risk, etc.) and provides guidance in making cell assignments. Based on the answers supplied by the detainee and the observations of detention officers, arresting officers and/or conveying officers, the OIC of the desk shall be responsible for detainee cell assignments.

#### 305.1- 7.2 Segregation of Detainees

1. All **felony detainees** shall be placed in a single-occupancy cell;
2. All **violent detainees** shall be placed in a single occupancy cell and segregated from felons. The decision to segregate may be based on the officer's observations (e.g., combativeness of the detainee) or the nature of the offense that indicates a tendency toward combativeness;
3. Detainees, who are charged with **misdemeanor offenses**, shall not be placed in cells or bullpens with felons;
4. **Females** shall be segregated from males;
5. **Juveniles** shall be segregated by sight and sound from all adult detainees. Until the age of the detainee can be substantiated, he or she shall be separated by sight and sound from all adult detainees, and from all juvenile detainees whose ages have been verified;
6. **Co-defendants or suspected crime partners** shall be segregated by sight and sound from each other;
7. If a misdemeanor detainee is returned from the hospital and has to **recover from a physical injury**, he or she will be placed in a cell alone and monitored;
8. If a misdemeanor detainee is **physically handicapped** (e.g., non-ambulatory) to the extent that he or she should not be placed in a multi-person cell, he or she shall be placed in a cell alone;
9. Detainees that are suspected of having **communicable and/or infectious diseases** or detainees that refuse to answer any or all of the questions on the Detainee Intake Form shall be segregated from all other

detainees. Refer to the Detainee Intake Form (DPD 651) for specific responses dependent on the detainee symptoms and/or what questions a detainee refuses to respond to. Possible actions range from segregate and monitor to transport to DRH;

10. **Material witnesses** (in custody based on a court order) shall be placed in a single occupancy cell and should be segregated by sight and sound from all other detainees;
11. **Transgendered or vulnerable detainees** that either appear or indicate that they may be at risk from predatory or assaultive behavior shall be placed in a single cell and separated from all other detainees;
12. **High profile detainees** (e.g., those that either because of the nature of the alleged offense and/or the victim's or alleged perpetrator's position in the community) whose arrest has received or is expected to receive substantial publicity shall be placed in a single occupancy cell;
13. **All sex offenders** (including those charged with misdemeanor sex offense) shall be placed in a single occupancy cell. Misdemeanor offenders shall be segregated from all felony detainees.

### 305.1- 7.3 Handicapped Detainees

1. Detainees with physical disabilities or handicaps that require hospitalization, or the immediate attention of a qualified health professional, shall **not** be accepted at any holding facility but rather conveyed to DRH;
2. Once the detainee is treated at DRH and is medically cleared to be transferred to a holding facility, the DRH police detail shall contact the OIC of the desk at the holding facility that the detainee is to be housed;
3. If the detainee requires the assistance of a wheelchair, he or she shall be conveyed to the 5<sup>th</sup> Precinct if the arrest occurred on the east side or the 6<sup>th</sup> Precinct if the arrest occurred on the west side;
4. If the 5<sup>th</sup> Precinct or the 6<sup>th</sup> Precinct are at capacity, the detainee shall be conveyed to the 11<sup>th</sup> Precinct if the arrest occurred on the east side and the 12<sup>th</sup> Precinct if the arrest occurred on the west side;
5. If the detainee was arrested with and requires the assistance of a walking aid (e.g., walker, cane, crutches), all holding facilities shall provide the appropriate accommodations by making the aid available to the detainee as needed;
6. All detainees that are either deaf or hearing impaired and require the services of a Telecommunications Device for the Deaf (TDD) shall be conveyed to the 5<sup>th</sup> Precinct, if the arrest occurred on the east side or the 6<sup>th</sup> Precinct, if the arrest occurred on the west side. If either of those precincts are at capacity, the arresting officer of a deaf detainee should contact the Communications Operations Section for guidance;
7. The OIC of the desk shall make every effort to expedite either the detainee's arraignment, release pending the issuance of a non-custody warrant, discharge, or release on bond, if appropriate.

### 305.1- 7.4 Mental Health High Risk and/or Suicidal Detainees

1. If either the arresting, transporting, detention officer, or OIC of the desk believes, either because of a detainee's behavior or the answers provided by the detainee to questions during the detainee intake process, that a person may suffer from mental illness, may be at risk for suicide or self-injury, or have been on a heightened observation for suicide risk during a previous incarceration, the detainee shall be housed in a detoxification/safety cell and **constantly supervised (one-on-one)**, at the precinct of arrest. Refer to the Detainee Guidelines for Detainee Screening Chart (DPD 651a) posted in the holding cell area for guidance on when hospital transport is required;
2. If a detainee exhibits suicidal tendencies, or indicates that he or she is currently being treated for or prescribed medication for any psychological condition (e.g., depression), the OIC of the desk shall make arrangements to have the detainee immediately conveyed to DRH for psychiatric evaluation. The OIC of the desk shall also ensure that the Detainee Medical Care Referral Form (DPD 660) is completed. The OIC of the desk shall sign the Medical Care Referral Form as authorization for conveyance and psychiatric evaluation and/or treatment.
3. Detainees conveyed for psychiatric evaluation shall be transported using restraints that prevent self-inflicted injuries (e.g., handcuffs);
4. Detainees that require mental health care shall be presented to Triage which will direct the conveying members to the Observed Care Unit or Module where a psychiatrist shall evaluate the detainee;
5. If, as a result of the evaluation, the psychiatrist recommends that the detainee be admitted to the Crisis Center for further observation, the conveying members shall contact the officer in charge of their precinct desk. If feasible, the OIC of the desk shall release the detainee (e.g., bond, non-custody warrant, discharge). **However, felonies, domestic violence, and other assaultive crimes shall not be discharged without the approval from the Risk Assessment Section:**
6. Based on the evaluation of a qualified mental health professional at DRH, all detainees who have been diagnosed as being suicidal and cleared to be detained at a DPD holding facility shall be placed in a detoxification/safety cell and shall be constantly monitored (one on one supervision at all times);

7. The detainee shall be housed in at the 5<sup>th</sup> Precinct, or if at capacity, the 11<sup>th</sup> Precinct if the arrest occurred on the east side; or at the 6<sup>th</sup> Precinct, or if at capacity, the 12<sup>th</sup> Precinct if the arrest occurred on the west side;
8. The OIC of the desk at the high risk detainee holding facilities shall review the "Patient Discharge Paperwork" to confirm classification, any prescribed medication(s), place high risk alert sticker (orange) on the outside of the Detainee File Folder, and ensure the completion of the Mental Health High Risk Monitoring Log (DPD 661a);
9. Appropriate clothing, (e.g., paper gowns), shall be provided to all detainees placed under suicide precautions;
10. The OIC of the desk shall assign one officer to guard all detainees that require constant supervision, until such time that the detainee leaves DPD custody;
11. Persons who indicate a history of mental illness but do not exhibit current problems or need for medication shall be monitored.

### **Related Policies:**

- Directive 305.2 – Detainee Registration
- Directive 305.3 – Detainee Property
- Directive 305.4 – Holding Cell Areas
- Directive 305.5 – Detainee Health Care
- Directive 305.6 – Detainee Bonding
- Directive 305.7 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control
- Training Directive 04-04 – Detainee Suicide Prevention: Managing the Risk

### **Related Forms:**

- Detainee Intake Form (DPD 651)
- Platoon Daily Detainee Summary Log (DPD 659)
- Detainee Medical Care Referral Form (DPD 660)
- Medical Health High Risk Monitoring Log (DPD 661)
- Mental Health High Risk Monitoring Log (DPD 661a)
- Confidential Medical Envelope (DPD 658)
- Detainee File Folder (DPD 657)
- Privilege Restriction Log (DPD 700)



## Detroit Police Web Manual v2

### DIRECTIVE 305.2 PRISONER DISPOSITION AND BONDING

#### 305.2 - 1 PURPOSE

The purpose of this directive is to establish guideline, policies and procedures in the bonding and disposition of persons arrested and/or lodged at Detroit Police Department facilities.

#### 305.2 - 2 INTERIM BAIL ACT

The Michigan Interim Bail Act, requires that any person arrested with or without a warrant for a misdemeanor punishable by imprisonment for not more than one year or by fine and who cannot be arraigned immediately must, subject to certain exceptions contained in the act, be allowed to immediately post cash bond to guarantee appearance in court and be released.

A prisoner shall not be released on interim bond when, in the opinion of the arresting officer, he or she is under the influence of intoxicating liquor and/or a controlled substance; is wanted by police authorities on other charge(s); is unable to establish or demonstrate his or her identity; or when it would be otherwise unsafe to release the prisoner because of danger to another person or other factor.

While the release of a prisoner on interim bond may be properly denied in these circumstances, the arresting officer shall document on their Preliminary Complaint Record, his or her reasons for such denial.

##### 305.2- 2.1 Charged with traffic or miscellaneous warrant

Persons arrested on traffic warrants or other miscellaneous misdemeanor warrants emanating from 36th District Court, Traffic and Ordinance Division may be released on bond without an arrest ticket being prepared provided the person's identity is known to the officer in charge of the precinct station desk and a criminal record check, by computer inquiry, has been obtained. If the person is unknown, fingerprint clearance shall also be obtained. In either event, if the person is to be released, an inventory search shall not be conducted.

##### 305.2- 2.2 Review of arrests and discharges

Each precinct commanding officer shall review the details of cases of persons detained on an initial charge and later discharged. In so doing, the commanding officer shall maintain close liaison and shall consult with the officer in charge of the precinct Investigative Operations Unit. The commanding officer shall also review the desk blotter entries in regard to persons investigated and released.

##### 305.2- 2.3 Charged on warrant

Persons arrested on a warrant charging a felony, circuit court misdemeanor, or high misdemeanor cannot be released on bond. Any person registered on a warrant charging one of these offenses must be taken before the appropriate magistrate for arraignment. During normal business hours, Monday through Saturday, persons charged with a high misdemeanor will be arraigned in the Misdemeanor Courtroom. On Sundays, holidays and any other days when the Misdemeanor Court is not in session, any person charged with a high misdemeanor will be arraigned before the magistrate conducting felony and circuit court misdemeanor arraignments and hearings on writs of habeas corpus.

##### 305.2- 2.4 Charged without warrant

Persons charged with felonies, circuit court misdemeanors, or high misdemeanors without a warrant cannot be released on bond. However, prisoners held on the aforementioned charges may be discharged by the officer in charge of the case with approval of the officer in charge of the section or unit for the following reasons:

1. It appears from a review of the case that prosecution is unlikely;
2. It appears likely the charge will be reduced to a simple misdemeanor;
3. Or when extenuating circumstances are present and the future appearance of the prisoner is reasonably assured.

#### 305.2- 2.5 When not bondable

In cases when there is a hold for an outside authority, or the misdemeanor warrant is marked "Hold Without Bond", the defendant may not be bonded.

#### 305.2- 2.6 Released on bond

Persons arrested for simple misdemeanor capiases emanating from 36th District Court, Criminal Division or violation of probation (misdemeanor charges) may be released on a \$100.00 cash bond.

#### 305.2- 2.7 Released on personal bond

All persons arrested with or without a warrant and charged with a 92-day misdemeanor may be released on personal bond, at the discretion of the officer in charge of the precinct station desk, upon the completion of processing and after clearances have been obtained. Generally, persons arrested for a 92-day misdemeanor shall be transferred to court the next regular session of misdemeanor court and detention shall not exceed 48 hours. When the original charge on a prisoner was a felony but was reduced after further investigation and the prisoner is re-registered on a misdemeanor, the aforementioned procedure shall apply.

#### 305.2- 2.8 Canadian money

When Canadian currency is accepted for bond emanating from 36th District Court, Traffic and Ordinance Division, the officer in charge of the precinct station desk shall call the Warrant Office to ascertain the current of exchange rate.

#### 305.2- 2.9 Towed out of state vehicles

Members or employees accepting and towing an out of state vehicle in lieu of bond due to a traffic violation shall enter the violation ticket number and vehicle license number on the line of the bond receipt designated as "File Number".

#### 305.2- 2.10 Releasing indigent persons

The officer in charge of the precinct station desk may, with discretion, release indigent persons when circumstances warrant, by completing the bond receipt form and entering the words "NO DEPOSIT" in the space designating the amount of deposit, and signing rank and name in the space noted "Bond Posted By." The bond receipt forms shall then be processed in the normal manner.

#### 305.2- 2.11 Releasing persons at judge's request

If a judge of immediate jurisdiction requests the release of a prisoner, the supervisor in charge shall so inform the officer in charge of the case. If there are no extenuating circumstances which preclude release, the officer in charge shall contact the "on call" Wayne County Assistant Prosecutor for direction. If there is no objection from

the prosecutor, the supervisor in charge shall contact the requesting judge, verify the authenticity of the request, and affect the release.

#### 305.2- 2.12 Releasing persons held on weekends for Traffic and Ordinance Offenses

The 36th District Court, Traffic and Ordinance Division does not hear cases on weekends. Therefore, to ensure that persons charged with traffic and ordinance offenses that cannot post bond are not excessively detained, the following procedure shall apply on weekends.

1. The 36th District Court, Traffic and Ordinance Division, will maintain a weekend list of persons being held for traffic offenses who are unable to post bond;
2. Prior to 10:00 a.m. on every Saturday, each precinct shall contact the Warrant Office at 36th District Court, Traffic and Ordinance Division, and give the names, charges, dates and times of arrests, and bond amounts of all traffic and ordinance offenders still in their custody; and
3. Each Saturday, between the hours of 10:00 a.m. and 1:00 p.m., a duty judge of 36th District Court, Traffic and Ordinance Division, will review the weekend list to ascertain that no person is being unreasonably detained. If in the discretion of the duty judge, any person is being unreasonably detained, the duty judge will contact the detaining precinct and request release of the concerned prisoner, even though such prisoner may not have sufficient resources to meet the required bond.

The officer in charge of the precinct station desk may verify the authenticity of the request by contacting the Warrant Office.

If there are any extenuating circumstances, which preclude release, such as failure to satisfactorily establish the prisoner's identity, or discovery that such prisoner is wanted on other more serious charges, the officer in charge of the precinct station shall apprise the judge

When a prisoner is to be released at the request of the duty judge, the bond receipt form must be completed. The member preparing the bond receipt form shall enter the words "No Deposit" in the space designating amount of deposit and the name of the requesting judge shall be entered in the space noted "Bond Posted By". The prisoner shall be scheduled for appearance at the next session of 36th District Court, Traffic and Ordinance Division. The bond receipt form shall then be processed in the normal manner.

Attention is called to the fact that these provisions in no way preclude or limit discretion to release indigent persons as dictated by existing procedures, and officers in charge of precinct station desks should exercise this discretion where circumstances warrant.

#### 305.2 - 3 Bonding

##### 305.2- 3.1 Surety bonds

If a defendant is unable to produce the cash required by bond, then surety bonds will be accepted for bondable traffic offenses from any surety company having its power of attorney on file with the Warrant Clerk's Office. All powers of attorney, which designate persons authorized to sign said surety bonds, shall be approved by the assistant corporation counsel attached to the police department before being filed with the Court Unit. Such bonds shall be processed as an interim bond except that the name of the bonding agency will appear in the space noted "Bond Posted By".

##### 305.2- 3.2 Motor club insurance bond

A valid membership card issued by a motor club guaranteeing the member's appearance may be accepted in lieu of a cash bond. Its acceptability may be determined by contacting the Warrant Office at 36th District Court, Traffic and Ordinance Division. The club member's name and address will be entered on the bond receipt, 36th District Court Traffic and Ordinance Division, C of D 278-RE; the card number shall be entered on the line noted "Amount Received" and the words "Club membership accepted in lieu of \$ 200.00 will be written across the bond receipt.

The club card will be stapled to the bond receipt and forwarded to 36th District Court, Traffic and Ordinance Division in the usual manner.

Motor club membership cards are not to be accepted for any amount in excess of two hundred dollars or for anyone other than the person named on the card. They shall not to be accepted in cases involving O.U.I.L. violations, leaving the scene of an accident, operating a vehicle under the influence of a controlled substance or any felony. They also shall not be accepted on any adjourned case, traffic warrant or capias.

305.2- 3.3 For outside jurisdictions

If no Detroit warrants are pending and the authorities holding the warrant are not able to assume custody of a prisoner arrested for a simple misdemeanor and the appropriate court is not in session, the Interim Bond Act (Public Act No. 44 of 1961) shall apply.

305.2 - 4 Bonding schedule -

305.2- 4.1 \$200.00 Cash bond

1. Accosting and soliciting.

305.2- 4.2 \$100.00 Cash bond

1. Simple misdemeanor capias from 36th District Court, Traffic and Ordinance Division;
2. Leaving the scene of a property damage accident (Leaving the scene of an injury accident is a non bondable high misdemeanor);
3. Operating a vehicle under the influence of intoxicating liquor or controlled substance (OUIL/OUID/OWI);
4. NOP – Never Acquired;
5. Minor unlawfully in public place (MUIPP);
6. Interfere with city official in performance of duties;
7. Impersonate city official;
8. Allow intoxicated person to operate a motor vehicle;
9. Reckless driving;
10. Driving with defective brakes;
11. Driving with suspended or revoked license;
12. Improper plates;
13. Violation of Gun Ordinance;
14. Violation of Knife Ordinance;
15. Indecent and Obscene Conduct;
16. Violation of probation;

17. Engaging the services of a prostitute;
18. Disorderly Conduct eg. flagging;
19. Resisting and Obstructing; and
20. All misdemeanor warrants without stipulated bond.

## 305.2- 4.3 \$50.00 Cash bond

1. No valid operator's license on person;
2. Using and displaying another's operator's license;
3. Allowing another to use operator's license;
4. Allowing unlicensed driver to operate motor vehicle;
5. Falsifying hotel register;
6. Disorderly conduct – except flagging;
7. Remain in school grounds after dark;
8. Enter without owner permission
9. Fail to display operator's license;
10. Fail to pay cab fare;
11. Enter playing area of sporting event;
12. Minor in possession of alcohol;
13. Noise/improper diversion, which disturbs school;
14. Expired license more than 90 days;
15. Person under 18 years of age possessing knife;
16. Possession of a facsimile firearm;
17. Violation of city controlled substance code;
18. Violation of school ordinance;
19. Glue sniffing;
20. Possession of Narcotic Paraphernalia; and
21. Loitering in a place of illegal occupation.

## 305.2- 4.4 Unlisted bond



Contact the Warrant Clerk's Office for information regarding bond for unlisted violations.

#### 305.2 - 5 Court arraignment schedule

Persons arrested on traffic and ordinance offenses that are subsequently released on bond shall be scheduled as follows for court appearance, except when the court is closed because of a legal holiday:

Day Bonded Out	Day to Appear
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Monday
Saturday	Tuesday
Sunday	Tuesday

Persons bonded out on new arrest cases and/or warrant cases shall be scheduled for appearance at 8:30 a.m.

In the event the court is closed because of a legal holiday, persons who ordinarily would have been scheduled to appear on that day, will be scheduled by even numbered precincts to appear on the first day that court is in session following the holiday. Odd numbered precincts shall schedule such persons to appear on the second day that court is in session following the legal holiday.

All persons arrested who are not released on bond shall be scheduled for appearance at the next session of court, or on the first court day following the day of arrest.

All arrest cards, requests for warrants, and bonds aforementioned shall be forwarded immediately to 36th District Court, Traffic and Ordinance Division. Teletypes and criminal records shall be ordered as necessary.

#### 305.2 - 6 Disposition of bond receipts and money

The bond receipt, Cash Bond - 36th District Court, C of D 278-RE, shall be prepared for defendants released on the 36th District Court, Traffic and Ordinance Division bond. In Traffic and Ordinance Division or Criminal Division bond cases, the bond receipt number shall be entered on the arrest ticket in the space labeled "Initial Charge Detention For". The officer in charge of the oncoming shift shall audit the bond money and will be responsible for the money until relieved from the desk and a new audit is conducted. The white copy of the bond receipt shall be given to the person posting the bond. The pink copy shall be filed at the precinct or section.

The midnight clerk shall prepare the Report of Cash Bonds Transmitted to Court, D.P.D. 245. This report shall list all 36th District Court, Traffic and Ordinance Division bonds received during the preceding 24-hour period. In addition, an original and three copies of a bank deposit slip for the Traffic and Ordinance Division Comerica Bank account shall be prepared.

The amount entered on the deposit slip shall correspond to the total amount of bond monies listed at the bottom of the report of cash bonds. When Canadian currency is accepted, this fact shall be indicated on the Report of Cash Bonds Transmitted to Court, D.P.D. 245, and on the bank deposit slips.

The green copy of the report of cash bonds, one copy of the deposit slip and the buff copy of the Cash Bond 36th

District Court bond receipts shall be forwarded by early morning mail to the 36th District Court, Traffic and Ordinance Division, Room 216. Reports for Saturday and Sunday shall be forwarded on Monday. The report of cash bonds and deposit slips may only list the amount of bond money received for one 24-hour period.

The original and two copies of the deposit slip shall be submitted with the bond monies to a Comerica Bank branch. One bank stamped copy shall be filed at the precinct or section with a white copy of the report of cash bonds for a period of three years. The other bank stamped copy shall be forwarded to the 36th District Court, Traffic and Ordinance Division, Room 216, with the following day's report of cash bonds. Negative reports shall be prepared when no 36th District Court, Traffic and Ordinance Division bond monies have been received for a 24-hour period.

The Interim Bond Act provides that, in the above-mentioned circumstances, a cash bond may be accepted and forwarded to the magistrate who issued the warrant. This act further prohibits a third party from becoming involved in the bond transaction and requires that the receipt be given to the arrested person. This does not prohibit a third party from giving or loaning funds to the arrested person.

#### 305.2- 6.1 Contact with authority holding warrant

The member or employee in contact with the issuing authority shall obtain the magistrate's name, amount of bond, place, and time of required appearance. A minimum of ten days shall be observed when establishing the day and date of appearance.

#### 305.2- 6.2 Release on own recognizance

In the event a person arrested on LEIN information for a simple misdemeanor will not be taken into custody per the authorities holding the warrant and he/she is unable to obtain bail, the arrested person shall be released on his/her own recognizance and instructed to appear at the jurisdiction holding the warrant.

If, in the opinion of the officer in charge of the precinct station desk, a person eligible for release on personal bond is under the influence of liquor or narcotics and it is deemed unsafe to release him, the arrested person shall be held until he is in proper condition for release.

#### 305.2- 6.3 Interim Bond Receipt, D.P.D. 620

The Interim Bond Receipt, D.P.D. 620, will be used for releases described above. It shall be prepared in quadruplicate and the original copy shall be given to the prisoner. The remaining three copies and the bond money shall be forwarded to the Fiscal Operations Section as soon as possible. Fiscal Operations Section is open from 8:00 a.m. to 4:00 p.m., Monday through Friday.

Fiscal Operations Section will endorse the fourth copy of the receipt upon receiving the bond money. The fourth (blue) copy will be returned to the precinct where it shall be retained for one year. Fiscal Operations Section shall forward the bond money and the second copy of the receipt to the magistrate who issued the warrant. Fiscal Operations Section shall retain the third copy as the department's receipt.

#### 305.2 - 7 Bond refunds

If a 36th District Court, Criminal Division defendant is released on cash bond and discharged without prosecution or because the warrant is denied, the member in charge of the case should discharge the arrest ticket at the police detail located in 36th District Court and advise the defendant that the member in charge of the police detail will validate the bond receipt with a special stamp authorizing a bond refund.

If the prisoner is discharged in the courtroom, the prisoner will receive the necessary authorization from courtroom personnel. A similar procedure will be followed for 36th District Court, Traffic and Ordinance Division cases.

#### 305.2 - 8 36th District Court, Criminal Division normal examination schedule

Felony examination dates will be obtained at the Prosecutor's Office when the warrant is typed. Complaining witnesses will be issued a Witness Notification of Preliminary Hearing - P.M., D.P.D. 6, for 1:30 p.m. appearances or a Witness Notification of Preliminary Hearing - A.M., D.P.D. 6A, for 8:30 a.m. Normally the following schedule will be adhered to:

Complainant Signed On:            Exam will be set for the Next:

Monday	Friday
Tuesday	Monday
Wednesday	Tuesday
Thursday	Wednesday
Friday	Thursday
Saturday	Thursday
Sunday	Friday

#### 305.2- 8.1    Deviations from normal examination schedule

Deviations from the above schedule will occur in the following instances:

1. If the date is inconvenient for witnesses, adjustments will be made if the typist is informed;
2. All warrants typed after 1:15 p.m. will be given a date consistent with the following day's schedule since most of these prisoners will not be arraigned until the following day. However, this should not deter a member from attempting to get the prisoner arraigned that same afternoon;
3. If for some reason a prisoner is not arraigned within 48 hours after the warrant is signed and the examination has been scheduled, the arraigning member may adjust the date and note the change on the arraignment form; and
4. For prisoners not in custody when the warrant is signed, the arraigning magistrate will set examination dates.



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<b>Series</b> 300 Support Services	<b>Effective Date</b> 05/09/05	<b>Review Date</b> 05/09/06	<b>Directive Number</b>  <b>305.3</b>
<b>Chapter</b> 305 - Detention Management and Operations			
<b>Reviewing Office</b> Assistant Chief of Operations Portfolio			<b>New Directive</b>  <b>Replaces</b>
<b>References</b> CALEA: 72.5.1; 72.5.2; 72.5.9; 52.5.2			
Chief of Police Ella M. Bully-Cummings.			

## DETAINEE PERSONAL PROPERTY

### 305.3 - 1      PURPOSE

To provide guidelines and procedures for inventorying, transporting, securing and maintaining accountability of personal property taken from a detainee while in Detroit Police Department (DPD) custody.

### 305.3 - 2      POLICY

All detainee personal property shall be either returned to the detainee upon their release from custody, or shall accompany the detainee, on transfer to other jurisdictions, or to court proceedings.

### 305.3 - 3      Definitions

#### 305.3 - 3.1      Detainee Transfer Log

A log that accompanies detainee(s) during intra-departmental transfers or transfers to other entities (e.g., court or other law enforcement agencies). This log contains detainee health information and known safety or security information (e.g., security risks, property, etc.).

#### 305.3 - 3.2      Property - Evidence

Any property coming into the possession of a member of the department with the expectation of being used as evidence of a crime in a judicial proceeding.

#### 305.3 - 3.3      Property - Found

Any property of value found by members or citizens, and turned over to the police department for identification of and returned to the rightful owner.

#### 305.3 - 3.4      Property - Safekeeping

Any property coming into the possession of a member of the department that is to be held for safekeeping (e.g.,

detainee personal property that is too large to fit in a detainee's personal property bag)..

### **305.3 - 3.5 Tamper-Proof Bag (TEB)**

A Tamper-Proof Bag (TEB) is a clear sealable plastic bag that is used for inventory and storage of detainee personal property.

## **305.3 - 4 Procedures**

### **305.3 - 4.1 Detainee Intake**

1. Detainee property shall be taken and inventoried during intake processing;
2. All DPD holding facilities, with the exception of DRH, shall maintain a secure location to store personal property taken from detainees in DPD custody;
3. The personal property of all detainees at DRH shall be hand delivered to the Officer in Charge (OIC) of the desk at the Thirteenth Precinct who shall be responsible for its safekeeping.

### **305.3 - 4.2 Detainee Personal Property**

1. All personal property taken from detainees at all precincts and specialized commands shall be placed in a Tamper-Proof Bag (TEB). Every TEB has a preprinted area to record the itemization of the property, detainee's name, address and signature, the signature of the member who initially processed the property, and the signature of the supervisor who verified the contents of the TEB. All information recorded on the TEB shall be completed in blue or black ballpoint pen;
2. Personal detainee property taken from a detainee that is too large or bulky to fit into the TEB shall be listed on a Safekeeping Property Tag. The Safekeeping Tag number shall be recorded in the appropriate area of the detainee's TEB;
3. All property shall be inventoried in the presence of the detainee. Where appropriate, fragile articles shall be placed in a coin envelope before being placed in the TEB;
4. Cash in excess of twenty dollars (\$20.00) and/or items of value (e.g., jewelry, etc.) shall be inventoried and sealed in the presence of the detainee and the officer in charge of the desk and recorded in the appropriate area of the TEB ;
5. The detainee shall be requested to sign on the line, "Signature-From Whom Taken" to verify the accuracy of the inventory. The detention officer shall place his or her signature on the line, "Property Taken By," and then place the property into the TEB, but he or she shall not seal the TEB until the contents are verified by the officer in charge of the desk;
6. If a detainee refuses to sign or is unable to sign a supervisor shall be summoned to witness the inventory of the money, or other valuables. The word "refused" or "unable" shall be entered on the line, "Signature-From Whom Taken" followed by the signature of the witnessing supervisor;
7. When there is no money or items of value, the detainee shall be requested to sign on the line, "Signature-From Whom Taken" to verify the accuracy of the inventory. The detention officer shall then affix his or her signature on the line, "Property Taken By" to affirm the accuracy of the inventory. The detainee shall be given the top portion of the bag, which serves as his or her receipt. The bag shall be sealed and stored in a secure location;8. Any correction to the amount of money or valuables written on the TEB shall be made by drawing a single line through the incorrect information, then making the appropriate change. The detainee, detention

officer and the officer in charge of the desk shall initial the new entry. The officer in charge of the desk shall also make an entry in the Desk Blotter noting the detainee's name, central booking number, TEB number and the reason for the correction;

9. The TEB shall be secured in a locked property cabinet by the OIC of the desk

### **305.3 - 4.3 Periodic Audit of Money or Valuables**

1. Whenever a relief supervisor takes charge of a precinct desk and at the beginning of each shift, the OIC of the desk shall audit all detainee property containing money or valuables;
2. Generally, TEB's shall not be opened once sealed. The OIC of the desk shall conduct the audit by visually inspecting the TEB for signs of damage or tampering;
3. If there is no indication of tampering, the OIC of the desk shall record the TEB number and dollar amount and list any valuable(s) in the Desk Blotter;
4. If there is evidence of tampering, the bag shall be opened by the OIC of the desk and the contents immediately inventoried. If there is a discrepancy between the inventoried valuables and the actual contents of the bag, it shall be documented in the Desk Blotter and an investigation shall be initiated;
5. If it is determined that a TEB must be opened prior to the release of the detainee (e.g., investigation of suspected tampering, partial release of detainee personal property, inspection of property by an investigator, etc.), the opening must be conducted by the OIC of the desk. If feasible, the TEB should be opened in the presence of the detainee;
6. Once opened, the TEB cannot be reused. The detainee will be required to sign-off on the old TEB as if being discharged, surrender the receipt for the opened TEB, and a new TEB prepared for any property remaining in custody. Procedures delineated previously shall be followed when preparing the replacement TEB. The old TEB and receipt shall be sealed with the new property.
7. The old and new TEB serial numbers, name of the authorizing supervisor and reason for opening the bag, shall be recorded in the Desk Blotter.

### **305.3 - 5 Detainee Property Transfer**

#### **305.3 - 5.1 General**

1. When a detainee is transferred from this department's jurisdiction (e.g., court or another law enforcement agency), it is important that all detainee medical and/or mental health (e.g., medication) and other relevant information (e.g., known security risks, etc.) travels with the detainee;
2. The detention officer shall complete in duplicate a Detainee Transfer Log (DPD 662). Both the detention officer and the OIC of the desk shall sign the log. The original shall be provided to the entity accepting the detainee transfer. The copy shall be signed by the officer or person accepting transfer of the detainee, and returned to the OIC of the desk at the holding facility, where it shall be retained as a record of the transfer pursuant to DPD policy.

#### **305.3 - 5.2 Intra-Department Transfers**

1. Prior to initiating a detainee transfer, the conveying officer shall inspect the TEB for signs of damage and/or tampering;
2. If the bag appears intact, the detainee's name and TEB number shall be recorded on the member's Activity Log (DPD 250) and the Detainee Transfer Log. Acceptance of the property by the conveying officer documents that there was no sign of tampering with the property;
3. The personal property, together with any additional safekeeping property or authorized prescription medication, will be conveyed with the detainee(s) by the conveying officers;
4. The member accepting the property shall inspect the TEB for signs of damage and/or tampering. If the bag shows no sign of tampering, the receiving member shall accept the property and sign the conveying officers' Activity Log and the Detainee Transfer Log. Acceptance of the property and the signing of the conveying members Activity Log and the Detainee Transfer Log documents that there was no sign of tampering with the property;
5. If evidence of tampering is discovered during either inspection, the receiving member shall not accept the property and a supervisor shall be notified.

#### **305.3 - 5.3 Transfers to Court**

1. Generally, all property shall be returned to detainees prior to conveyance to court. Property that shall not be returned includes weapons, potential weapons, medication, money and/or valuables in excess of \$400.00. All such property shall be transported with detainees by the conveying officers;
2. Prior to returning any property, the detention officer shall inspect the TEB for signs of damage or tampering. If the TEB shows no sign of tampering, the property shall be returned to the detainee. The detainee shall then be required to surrender his or her property receipt and sign on the line, "Signature – Person to Whom Property Released" and in the Arrest Book on the line where the property was recorded;
3. Members transferring property to court shall inspect the TEB for signs of damage or tampering. If the bag appears intact, the detainee's name and TEB number shall be recorded on the members' Activity Log. Acceptance of the property by the conveying officers documents that there was no sign of tampering with the TEB;
4. Personal property, together with any additional safekeeping property or authorized prescription medication, shall be documented on the Activity Log and the Detainee Transfer Log and conveyed with the detainee;5. If evidence of tampering is discovered during either inspection, the detention officer or conveying member shall not open the TEB and the OIC of the desk shall be notified;
6. The TEB, any safekeeping property and/or prescription medication shall be turned over to court personnel. Court personnel shall be required to sign the conveying member's Activity Log and the Detainee Transfer Log to document receipt of the property. Upon transfer, the TEB and all other property tags and receipts shall be returned to the conveying command and retained pursuant to DPD policy..

#### **305.3 - 5.4 Transfer to Outside Agencies**

1. If the detainee is to be turned over to another agency, the members affecting the transfer shall inspect the TEB for signs of damage and/or tampering;
2. If the bag shows no sign of tampering, the TEB shall be opened by the detention officer, inventoried and turned over to the receiving agency in the presence of the detainee. The detainee shall be required to sign the TEB

- on the line, "Signature – Person to Whom Property Released" and in the Arrest Book where the property was entered;
3. The TEB and property receipt shall be retained by the command discharging the detainee. A standard paper property envelope may be provided to the receiving agency for conveyance of the detainee's personal property. If a member is directed to convey a detainee to an outside agency, the conveying officers shall inspect the TEB for signs of damage and/or tampering prior to the conveyance. If the bag appears intact, the detainee's name and TEB number shall be recorded on the members' Activity Log. Acceptance of the property by the conveying officer documents that there was no sign of tampering with the property;
  4. The TEB, together with any safekeeping property or authorized prescription medication, will not be returned to the detainee but shall be transported by the conveying officers. The members shall request that personnel at the receiving agency document acceptance of the property by signing the officers' Activity Log and the Detainee Transfer Log;
  5. The TEB and all property receipts shall be retained by the conveying members and returned to their command;
  6. If evidence of tampering is discovered during the inspection, the members shall not open the TEB and the OIC of the desk shall be notified.

#### **305.3 - 5.5 Detainee Discharge**

1. All personal property, safekeeping property, prescription medicine and unfilled prescriptions held by the DPD shall be returned to the detainee upon discharge from custody;
2. Prior to returning the property, the detention officer shall inspect the TEB for signs of damage and/or tampering. If the bag shows no sign of tampering, the property shall be returned. The detainee shall be required to surrender his or her receipt and sign the TEB on the line, "Signature – Person to Whom Property Released" and in the Arrest Book on the line where the property was entered;3. If the detainee obtained any prescription medication(s) while he or she was in the custody of this department, the detainee shall be required to sign the Detainee Medication Log to document their receipt of the medication(s);
4. The member returning the property shall sign and record the date and time of release on the TEB and the Medication Log (if applicable) in the appropriate space. If evidence of tampering of the TEB is discovered during the inspection, the detention officer shall not open the TEB and the OIC of the desk shall be notified;
5. The detainee property receipt shall be stapled to the TEB and both shall be retained for ninety days at the holding facility.

#### **Related Policies:**

- Directive 305.1 – Detainee Intake/Assessment
- Directive 305.2 – Detainee Registration
- Directive 305.4 – Holding Cell Areas
- Directive 305.5 – Detainee Health Care
- Directive 305.6 – Detainee Bonding
- Directive 305.7 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control
- Training Directive 04-04 – Detainee Suicide Prevention: Managing the Risk

#### **Related Forms:**



- Detainee Transfer Log (DPD 662)

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<b>Series</b> 300 Support Services	<b>Effective Date</b> 05/09/05	<b>Review Date</b> 05/09/06	<b>Directive Number</b>  <b>305.4</b>
<b>Chapter</b> 305 - Detention Management and Operations			<b>New Directive</b>  <b>Replaces</b>
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<b>References</b> CALEA: 71.1.6; 71.1.7; 72.2.1; 72.3.1; 72.3.2; 72.4.2; 72.4.6; 72.4.7; 72.4.8; 72.4.9; 72.4.10; 72.6.2; 72.8.1; 72.8.2; 72.8.4			
Chief of Police Ella M. Bully-Cummings			

## HOLDING CELL AREAS

### 305.4 - 1 PURPOSE

To establish guidelines and procedures for the management and administration of Detroit Police Department (DPD) holding cell areas to include: security and control (e.g., use of force, holding cell area video cameras, key control, climate control), detainee (e.g., access to attorneys, visits, use of the telephone, meals), safety and emergency operations (e.g., fire detection and evacuation, smoke alarms), sanitation (e.g., vermin and pest control, detainee hygiene) and food service.

### 305.4 - 2 POLICY

It is the policy of the DPD to provide secure temporary holding cells and 24 hour supervision of detainees awaiting arrest processing, arraignment, and/or transfer to other jurisdictions and to maintain holding cell facilities in a sanitary and safe manner. Members shall be alert to any problems or conditions that may compromise the security, safety, or well being of detainees, the community, and/or department members. Members shall ensure that any use of force on detainees in holding cells complies with this department's use of force policies and procedures.

### 305.4 - 3 Definitions

#### 305.4 - 3.1 Cell Check

Means direct visual observation of detainees.

#### 305.4 - 3.2 Detention Officer

Both sworn and non-sworn individuals employed by the DPD whose duties include the supervision and care of individuals in DPD custody.

#### 305.4 - 3.3 High Risk Detainee

A detainee who gives any indication of the following:

- That they are currently taking, have previously taken or are required to take medications for mental illness;
- Exhibit behavior or make statements that raise concerns of mental health issues other than suicidal tendencies;
- Exhibit symptoms of drug and/or alcohol withdrawal.

#### **305.4 - 3.4 Holding Cell**

Any room or area in which individuals in DPD custody are confined, including cells at the DPD precinct stations, specialized units and the Detroit Receiving Hospital.

#### **305.4 - 3.5 Holding Cell Area**

Any area of a DPD holding cell facility, including DRH, where detainees are processed and/or confined.

#### **305.4 - 3.6 Holding Cell Compliance Committee (HCCC)**

The component of the DPD responsible for ensuring compliance with the requirements of the Conditions of Confinement Consent Judgment.

### **305.4 - 4 Administration**

#### **305.4 - 4.1 Commanding Officer Responsibilities**

1. The operation of the holding cell area and holding cells within his or her facility;
2. Managing all aspects of the holding cell facility including, but not limited to: detainee processing, record keeping, staff training (coordinated with the Training Bureau), sanitation, maintenance, safety, supervision, and the designation of such personnel necessary to safeguard the overall well being of detainees in their facility;
3. The commanding officer of the Thirteenth Precinct shall be responsible for detainees while at Detroit Receiving Hospital (DRH).

#### **305.4 - 4.2 Officer in Charge (OIC) of Desk Responsibilities**

1. Holding cell area and holding cell security;
2. At the beginning of each tour of duty, check the number of detainees as well as their general condition through a verbal exchange and a visual physical inspection of each detainee. This check shall be made against the Arrest Tickets and in the presence of the on-duty detention officer and the detention officer who is being relieved from duty;
3. Make at least three additional visual checks during their tour of duty. These checks shall occur at a minimum of every two hours and shall be documented in the Desk Blotter and on the Platoon Daily Detainee Summary Log (DPD 659);
4. Ensure that all detainees are processed by the DPD (e.g., arraigned, bonded, transferred, released) in accordance with applicable DPD policy and law.

#### **305.4 - 4.3 Detention Officer Responsibilities**

1. Assume control of all detainees in the holding cell area and holding cells;

2. Observe detainees visually for obvious signs of illness or injury. If any detainee is in need of immediate emergency medical attention, the detention officer shall immediately notify Emergency Medical Services (EMS) and the officer in charge (OIC) of the desk and administer first aid where appropriate;
3. Check the number of detainees and their general condition every thirty minutes (every fifteen minutes for high risk detainees) documenting the same on the Platoon Daily Detainee Summary Log. The OIC of the desk shall be notified and he or she shall make an appropriate Desk Blotter entry;
4. Search holding cells for weapons and/or contraband prior to placing detainees in a holding cell. Prior to releasing a detainee, conduct a similar search that will also include an inspection for holding cell property damage.

#### **305.4 - 4.4 Training**

1. Members assigned duties as a detention officer shall receive training in but, not limited to: first aid, application of physical restraints, searching, safety, security, holding cell procedures, detainee supervision and processing, infectious diseases, fire suppression and DPD fire suppression equipment;
2. DPD members shall receive basic training and in-service training, as required, on the application of physical restraints, searching, and detainee processing;
3. The commanding officer, in conjunction with the Training Bureau, shall ensure and document that all members of their command receive the necessary training.

#### **305.4 - 4.5 Inspections**

1. The precinct commanding officer shall ensure that both weekly scheduled and random inspections of the holding cells, under their command, are conducted to ensure continued adherence to DPD operating policy and procedures;
2. Inspections shall include, but are not limited to: security, safety, sanitation, and emergency equipment including inventory of the first aid kit in the processing area;
3. Every Monday, the platoon one detention officer shall inspect each cell for security and/or equipment problems;
4. Inspections shall be documented on the Holding Cell Inspection Log (DPD 658);
5. Commanders of precincts with holding cells shall be responsible for maintaining the Holding Cell Inspection Log for their facility.

#### **305.4 - 5 Sanitation**

##### **305.4 - 5.1 General Procedures**

1. Holding cell areas shall be maintained in a clean and sanitary condition at all times;
2. The officer in charge (OIC) of the desk shall visually inspect the holding cell and holding cell areas at the beginning of his or her tour of duty, for cleanliness and/or sanitation problems. Any problems identified during this routine check shall be the responsibility of the OIC of the desk to resolve. In the event that a problem is of such a nature that the OIC of the desk is unable to resolve, he or she shall contact the commanding officer who shall then be responsible for taking appropriate action. The nature of the problem, efforts made to address the problem, and any subsequent notifications must be documented on the Holding Cell Inspection Log and in the Desk Blotter;
3. Precinct building maintenance personnel and/or other members shall clean the holding cell area, daily, and document it in the Holding Cell Inspection Log;
4. The detention officer shall clean a holding cell, immediately, when a detainee is discharged and document the

cleanliness of the cell on the Holding Cell Inspection Log;

5. The detention officer must report any sanitation problems to the OIC of the desk. The OIC of the desk shall take the appropriate action. Any problems the OIC of the desk is unable to resolve, will be reported on an Inter-Office Memorandum to the commanding officer of the precinct;
6. Monthly inspection reports shall be prepared by the precinct commanding officers, by the 5th of every month, identifying any conditions that are unsanitary or conducive to infestation by vermin, and provide time frames for correction, or recommendations for equipment or facility improvements necessary to rectify the problem. Monthly inspection reports shall be forwarded to the precinct's appropriate deputy chief. In the event a recommendation for equipment or facility improvements is made, an Inter-Office Memorandum shall be prepared, and forwarded to the Deputy Chief, Management Services Bureau with a copy of the Monthly Inspection Report attached. A copy of the Inter-Office Memorandum and the Monthly Inspection Report shall also be forwarded to the Deputy Chief, Risk Management Bureau.

#### **305.4 - 5.2 Vermin and Pest Control**

1. The DPD will maintain a contractual agreement with a pest control company;
2. There shall be a monthly inspection and appropriate treatment by a pest control company. In the event any detention officer or the OIC of the desk is dissatisfied with the quality of the vermin and pest control treatment, he or she shall prepare an Inter-Office Memorandum (DPD-568) to their commanding officer who shall be responsible for forwarding the memorandum to the Deputy Chief, Management Services Bureau;
3. In the event there is vermin infestation that is discovered between monthly treatments, the OIC of the desk is responsible for notifying Building Maintenance;
4. Detainees shall be removed from an area, if spraying or fogging is necessary.

#### **305.4 - 5.3 Smoking**

There is no smoking permitted in DPD holding facilities. Detainees shall not be permitted to smoke in DPD holding cells or holding cell areas.

#### **305.4 - 5.4 Personal Hygiene**

1. Upon request, personal hygiene items shall be made available to detainees. These items should include: soap, toothbrushes, toothpaste, toilet paper, deodorant, combs and feminine hygiene products;
2. Detainees shall be provided with reasonable access to toilets and potable drinking water 24 hours a day;
3. The investigator assigned to the case and the OIC of the desk must approve any change of clothing. If approved, the OIC of the desk shall ensure that the clothing is inspected and is free of contraband. The approval or denial of a change of clothing shall be documented in the Desk Blotter;
4. Detainees whose clothing is damaged (e.g., badly torn, wet, etc.) shall be provided a paper gown.

#### **305.4 - 5.5 Mail**

Detainees are not allowed to receive any mail or packages while detained by the DPD.

## **305.4 - 6 Security and Control**

### **305.4 - 6.1 General Procedures**

1. Only detention officers, the officer in charge of the case or those otherwise directly involved in the booking process shall be allowed in the holding cell area;
2. Detainees will be "frisked" for weapons, immediately, by a detention officer upon entering the holding cell area. Those detainees that are unable to immediately post bond shall be searched prior to booking;
3. No arresting and/or transporting officers shall accompany a detainee into a holding cell;
4. No officer shall enter an occupied holding cell alone. If this becomes necessary to render first aid or due to an emergency the officer shall press the alarm button and/or notify the precinct front desk of potential need for backup;
5. All holding cell area entry/exit doors shall be secured unless detainees are being moved to another location or for other official business;
6. Members shall not handcuff detainees to benches or fixed objects for periods of time longer than necessary (e.g., large number of detainees to process). The OIC of the desk shall seek alternatives to handcuffing detainees to benches or fixed objects (e.g., transporting the detainee to a less crowded precinct, assigning additional members temporarily to detainee processing duties). No detainee shall be handcuffed to a bench or a fixed object for longer than three (3) hours;
7. No detainee shall be handcuffed to a fixed object that will compromise the safety of the detainee or any DPD member;
8. Detention officers shall be assigned and carry a PREP radio during their tour of duty in case of duress or an emergency situation. The front desk (control desk) of the holding facility shall maintain an operable PREP radio on the precinct desk and it shall be monitored by at least one member assigned to desk duties at all times.

### **305.4 - 6.2 Use of Force**

1. Any use of force in the holding cell areas shall be in accordance with this department's Use of Force Policy and procedures. [Refer to Directive 304.2 (Use of Force)];
2. Officers shall utilize appropriate precautions when interacting with a detainee (whether in a cell or not in a cell) who demonstrates, or has previously demonstrated, that they are recalcitrant or resistant. The precautions shall include, but are not limited to, summoning additional officers, summoning a supervisor, and/or the use of appropriate restraints;
3. Freeze+P may be used in the holding cell area and/or holding cell only when a detainee is attempting to hurt him or herself, a department member, another person, or when the detainee is attempting to escape custody;
4. All members are reminded that the risk of causing respiratory compromise or sudden death when subduing and restraining a person by any use of force (e.g., "take downs", chemical spray device, etc.) or mechanical restraints (handcuffing) is increased when a person's demand for oxygen is increased by agitation or aggressive struggle. [Refer to Training Directive #04-2 (Positional Asphyxia)]. All members shall be aware of indicators that a person may be at a higher risk for positional asphyxia. Indicators include bizarre/violent activity, obesity (especially "big bellies") or drug and alcohol involvement;
5. No detainee shall be mechanically restrained (e.g., handcuffed) while in a cell. However, prior to transporting (e.g., to court, another facility, etc.) handcuffs shall be placed on detainees with their hands behind their back. Whenever possible, the palms of the detainee's hands are to be facing out with the handcuff keyholes facing up. Care shall be taken to ensure that the handcuffs are not too tight. The handcuffs shall be double locked whenever possible to ensure security and to prevent self-tightening. Officers may handcuff the detainee with their hands in front when the individual:
  - a. Is in an obvious state of pregnancy;

- b. Has an apparent physical handicap, or
  - c. Has an injury or a general physical condition that precludes standard handcuffing procedures;
6. Officers shall summon Emergency Medical Services (EMS) to transport detainees when any use of force (e.g., "take downs", use of a chemical spray device, etc.) or restraints (e.g., handcuffing) employed indicate the need for medical monitoring (e.g., swelling, difficulty breathing, etc.). [Refer to Detainee Medical Care Decision Tree Chart (DPD 651a) posted in the Holding Cell Area];
7. All uses of force, injuries to detainees, and in-custody deaths occurring in holding cells shall be investigated in compliance with this department's general incident investigation policies. All uses of force occurring in holding cells shall be reported and investigated in compliance with this department's use of force investigation policies;
8. All injuries to detainees occurring in holding cells shall be reported and investigated in compliance with this department's detainee injury investigation policies;
9. All external complaints regarding incidents occurring in holding cells shall be accepted, processed, investigated and reviewed consistent with this department's external complaint policies. [Refer to Directive 102.6 (Citizen Complaints)].

#### **305.4 - 6.3 Video-Taping Use of Force**

1. Absent exigent circumstances, officers shall notify a supervisor before using force on a detainee who is confined to a holding cell. The supervisor who assesses the need to use of force on a detainee, who is confined to a holding cell, shall direct any such use of force, and ensure the incident is videotaped;
2. The supervisor who assesses the need to use force on a detainee, who is confined to a holding cell, shall secure the video-camera from the designated storage area at the precinct in which the holding cell is located. The shift supervisor that is responsible is responsible for the daily equipment inventory (e.g., preps) is responsible for inventory of, and ensuring the video-camera is operational and that there are sufficient tapes available;
3. There are two types of use of force that may be necessary in a holding cell facility. The first type involves a detainee, who without warning, becomes non-compliant (e.g., strikes a detention officer, attempts to escape) and officers use the minimum amount of force necessary to bring the incident under control. The second type of incident involves a "pre-planned" use of force. Pre-planned uses of force include, but are not limited to:
  - a. Cell extractions;
  - b. Incidents where the OIC of the desk expects force may be necessary based on the detainee's past history, present behavior and/or any other information received;
4. Video-taping of incidents shall begin as soon as the potential for an incident to take place has been identified;
5. All briefings to staff shall be video-taped unless a delay would result in a serious injury or the loss or destruction of evidence;
6. When the incident ends, the camera operator shall provide the videotape to the OIC of the desk, who shall be responsible for placing on evidence and securing pursuant to DPD evidence procedures;
7. When any use of force in a holding cell is not video-taped, the OIC of the desk shall provide, along with other required documentation, a written explanation on an Inter-Office Memorandum (DPD-568) to the precinct's commanding officer for the inability to video-tape it.

#### **305.4 - 6.4 Detainee Escapes**

1. The detention officer or any other member that may witness or become aware of a detainee escape shall notify the OIC of the desk and the Communications Operations Section immediately of the following:
  - a. Location of the escape;

- b. Physical description and name of the escapee;
  - c. Escapee's direction and method of travel;
  - d. The crime for which the escapee was in custody, whether weapons and/or accomplices were involved, any injuries to officers or escapee, and whether medical assistance is required.
2. The Communications Section will simulcast the information, assign backup units, and make the appropriate notifications. Notification to adjoining jurisdictions agencies should be made, when appropriate;
  3. The OIC of the desk is responsible for notifying the commanding officer of the precinct;
  4. The OIC of the desk, unless relieved by higher authority, is responsible, in conjunction with the investigative unit (precinct investigative operations unit or specialized command), for coordinating intelligence gathering and search procedures among agency personnel and other law enforcement personnel as appropriate;
  5. The holding facility shall be secured as soon as possible. All detainees shall be accounted for and all security doors and devices inspected to ensure proper functioning;
  6. If the escapee is taken into custody, proper notifications to those officers, units, or other law enforcement agencies involved shall be made by the Communications Section;
  7. The OIC of the desk is responsible for preparing an Inter-Office Memorandum, through channels, to the Assistant Chief of Police, Operations Portfolio, within 24 hours, describing the circumstances surrounding the escape;
  8. The commanding officer shall ensure that a summary investigation and report is completed and forwarded to the Chief of Police, through channels, within seven days.

#### **305.4 - 6.5 Holding Cell Area Video Cameras**

1. Video cameras in the holding cell (prisoner processing areas) shall be in continuous operation;
2. Supervisors are to review all incidents involving injuries to detainees or a member, uses of force and external complaints;
3. The video tapes shall be retained and preserved for at least 90 days or as long as necessary for incidents to be fully investigated;
4. Supervisors shall conduct and document random reviews of detainee processing area camera videotapes for training and integrity purposes;
5. Supervisors shall conduct periodic surveys of detainee processing area video recording equipment to confirm that it is in proper working order. Any non-working video recording equipment shall be documented in the Desk Blotter, Platoon Daily Detainee Summary Log, and to the commanding officer on an Inter-Office Memorandum;

Commanding officers shall be responsible for reporting any non-working video recording equipment to the Management Services Bureau by telephone the next business day. This verbal notification shall then be documented in an Inter-Office Memorandum and forwarded to the Deputy Chief, Management Services Bureau.

#### **305.4 - 6.6 Security, Heating, Lighting, Ventilation and Conditions**

1. Weekly security and maintenance inspections shall be conducted in the following areas: holding cell bars; locks; windows; walls; floors; ventilator covers; protective screens; doors; toilets; sinks; and lighting;
2. All toilets and sinks shall be visually observed (e.g., leaks) and tested for operational readiness (e.g., flushing,



turning on faucet);

3. All holding cell locks shall be checked both visually and by testing with the key to ensure that all locks are in proper working order;
4. Sufficient lighting to insure the safety of all persons shall be provided at all times;
5. The holding facility shall be kept at a reasonable and comfortable temperature (between 66–80 degrees). A room thermometer will be utilized in order to determine the existing air temperature and climate control within the holding cell. If the temperature falls outside of the above range, Building Maintenance shall be notified;
6. If the climate falls outside the range of 66-80 degrees, then arrangements shall be made for the detainees to be transferred to other precinct holding facilities, with detention officers, if necessary. Any transfers of detainees shall be documented in the Desk Blotter;
7. Any missing or malfunctioning locks, vents, screens, or any other maintenance or physical plant security concerns shall be documented on the Holding Cell Inspection Log and reported for repair. All broken or malfunctioning lighting, toilets, sinks and windows shall be repaired in all holding and observation cells;
8. The request and response for repairs shall be documented on the Holding Cell Inspection Log. The OIC of the desk is also responsible for verbal notification of the pending service request to the oncoming desk supervisor. All non-emergency repairs should be requested via GroupWise by typing in the following account address: Maintenance@DPDHQ.Cl.Detroit.Mi.US; 9. No cell shall be utilized until the necessary repairs are made. Building Maintenance shall make the holding cell door inoperable (render the door so it may not be opened until Building Maintenance reopens it). In addition, the OIC of the desk shall be responsible for placing a DPD "Cell Out of Order – Do Not Use" sign on the holding cell door;
10. In the event that maintenance or repair work is to be done in the holding cell area, no one will be allowed to enter until an inventory is taken of all tools and/or equipment that are to be used in the area. At the completion of the maintenance or repair, the tools or equipment will again be inventoried to assure that nothing has been forgotten or lost;
11. Negative weekly inspection reports shall be documented in the Holding Cell Inspection Log.

#### **305.4 - 6.7 Key control**

1. When a detainee is placed in a holding cell, the holding cell door shall be kept locked at all times;
2. Four sets of keys shall be maintained for every holding cell facility, as follows:
  - a. One set in the custody of the officer in charge of the desk;
  - b. One set in the custody of the senior detention officer, in terms of length of service assigned to the holding cell area;
  - c. One set in the red key box located in every precinct's Lieutenant and Sergeant's Room, accessible to any member in case of an emergency;
  - d. The fourth set of keys for all west side precincts (2, 3, 6, 8, 10 and 12) shall be maintained under the control of the Deputy Chief, Western Operations Bureau;
  - e. The fourth set of keys for all east side precincts (5, 7, 9, 11 and 13) and the holding cell at DRH shall be maintained under the control of the Deputy Chief, Eastern Operations Bureau.
3. The OIC of the desk shall check and inventory the three set of keys at his or her holding facility when beginning his or her tour of duty. A Desk Blotter entry shall be made to document the results of this inventory;

4. If any holding cell key is not accounted for, or is misplaced, the OIC of the desk shall notify his or her commanding officer. Depending on the circumstances, the commanding officer shall notify the Facilities Management Section and/or take what other steps he or she believes to be appropriate under the circumstances. An Inter-Office Memorandum shall be prepared (through channels), to the command's deputy chief indicating the circumstances and what action was taken;
5. Cellblock keys shall be carried in an inconspicuous manner;
6. Cellblock keys are not to be left unattended inside the cellblock;
7. Cellblock keys are universal (e.g., one key fits all DPD cells) and unique within the DPD and are identifiable by both sight and touch (no other DPD keys are shaped like or resemble cellblock keys);
8. All members are reminded that Directive 102.3 (Code of Conduct) Section 5.4 (7) prohibits any member from duplicating any department issued keys.

### **305.4 - 6.8 Weapons**

1. Members are not allowed in the holding cell area or holding cells with any lethal weapons (e.g., firearms or knives);
2. Members are not allowed in the holding cell area or holding cells with a baton;
3. Members shall secure any firearms, knives and/or batons in an area so designated. If a member is at an unfamiliar precinct they shall check with the OIC of the desk as to where they should secure any lethal weapons prior to entering the booking area.

### **305.4 - 7 Detainee Rights**

The DPD recognizes and provides for the protection of the civil and constitutional rights of detainees held in custody. Members shall insure that these rights are not violated. These rights, explained in greater detail in this and other directives, shall include, but are not limited to:

1. Access to toilets and potable drinking water 24 hours a day;
2. Hygiene items available upon request (e.g. soap, toothbrushes, toothpaste, toilet paper, a comb, deodorant and feminine hygiene products);
3. Access to legal representation;
4. Access to medical attention/treatment;
5. Telephone access within judicial and departmental guidelines.

### **305.4 - 7.1 Visitation**

1. Visiting times shall be reasonable and based on operational considerations (e.g., change of shifts), posted in the public area of the facility, and made known to detainees during the booking process and to the general public upon inquiry;

2. All visitor information must be recorded in the Desk Blotter. This shall include the detainee's name, the visitor's name, address, date of birth, type of identification presented, relationship to detainee, and the date and time of the visit. Failure to provide identifying information may constitute grounds for denial of visit;
3. A detainee shall have the right to visit with his or her attorney. When a detainee consults with an attorney at a holding cell facility, efforts shall be made to ensure their privacy. The OIC of the desk shall verify the identity of the attorney by picture identification and a "Bar Card," and a record will be made in the desk blotter of the "P" number on that card. Visual contact should be maintained throughout the visit for safety/security reasons;
4. Standard visiting hours shall be between the hours of **10:00 a.m.** through **11:30 a.m.** and **6:30 p.m.** through **8:00 p.m. daily.** Visits outside of the normal hours may be approved by the OIC of the desk;
5. Persons wishing to visit a detainee admitted to DRH must first obtain a visitor's pass from the OIC of the Thirteenth Precinct desk. Such visits are subject to the rules and regulations of the hospital and the DPD;
6. If a detainee expresses a desire for a visit from a member of the clergy, the OIC of the desk shall assist the detainee in contacting a police chaplain or a clergy member of the detainee's choice. An appropriate entry shall be made in the Desk Blotter. During visits between clergy members and detainees reasonable efforts shall be made to ensure their privacy. However, visual contact should be maintained throughout the visit for safety/security reasons.

#### **305.4 - 7.2 Detainee Use of the Telephone**

1. Unless for cause (e.g., threatening or intimidating witnesses, making obscene or unwanted telephone calls, possible destruction of evidence pending the issuance of a search warrant) detainees shall be permitted the use of the telephone. If there is cause to restrict a detainee's use of the telephone refer to section 9 of this Directive for protocol;
2. The DPD currently utilizes in-cell telephones for detainees to make collect telephone calls. Detainees may make unlimited collect calls unless restricted for cause. In instances when the in-cell telephones are inoperable or there is no incell telephone, detainees shall be allowed access to another telephone in the holding cell area;
3. All detainee telephone calls that are not placed from an in-cell telephone shall be documented in the Telephone Logbook;
4. **Nothing in this policy restricts the right of a detainee to contact an attorney.**

#### **305.4 - 7.3 Authorized Bail Bonding Agents**

1. State law requires the DPD to maintain an approved list of all persons engaged in the business of bail bonding. The Warrant Office, 36th District Court, provides a list of certified bail bonding agents to every precinct. Certified bail bonding agents will be listed alphabetically. The list shall be conspicuously posted in the holding cell areas and additional copies shall be maintained at the precinct desk;
2. When an in-cell telephone is not available and a detainee places a call to a bail-bonding agent, the detention officer shall record the following information in the Detainee Telephone Log:
 

a. Date	f. Number called
b. Time	g. Detainee's signature

- c. Name of detainee
- d. Offense
- e. Name of bonding agent called
- h. Officer's name
- i. Officer's badge number

3 If a detainee refuses to sign the Detainee Telephone Log or is unable to sign the detention officer shall write "refused" or "unable" in the space designated for the detainee's signature.

### **305.4 - 8 Privilege Restrictions**

1. A detainee may be deprived of privileges (e.g., telephone, visits) only to the extent necessary, to maintain order and/or ensure the integrity of investigations;
2. Privilege Restrictions are only in effect for a 24-hour period. Privilege restrictions shall be reviewed by the OIC of the desk at the beginning of every shift. In the event that the reason for placing the restriction no longer exists, the restriction shall be removed;
3. If there are any privilege restrictions, the member placing the restriction(s) on a detainee's privileges, must complete a Privilege Restriction Form in duplicate. The original form shall be forwarded to the commander of the precinct or division authorizing the restriction and the copy shall be forwarded to the OIC of the desk, who shall be responsible for placing the Privilege Restriction Form in the Detainee File Folder. The OIC of the desk shall also affix a green Detainee Alert Sticker to the Detainee File Folder;
4. If it is determined that the restriction must be continued beyond the initial 24 hour period, the member who issued the initial restriction shall be responsible for preparing a new Privilege Restriction Form. This process will continue every 24 hours as needed;
5. Once a restriction expires or is removed, the OIC of the desk must affix their signature on the Privilege Restriction Form. The OIC of the desk must also draw a single line in black ink through the green Alert Sticker on the Detainee File Folder and affix their initials and badge number next to it;
6. In the event that a detainee is transferred, either intra-departmentally or to an outside jurisdiction, a Detainee Transfer Log (DPD 664) shall be completed prior to the transfer. All privilege restrictions shall be noted on the Detainee Transfer Log;
7. All EXCEPTIONS of the DPD's privilege restriction policy shall be documented on a Privilege Restriction Exception Form (UF 008) by the officer in charge of the desk by the end of the shift in which he or she finds an EXCEPTION;
8. The commander of the precinct holding facility, and if applicable, of the specialized unit shall review all EXCEPTIONS of the DPD's privilege restriction policy on a daily basis on the Commanders Daily Review (U-60). The Commander's Daily Review shall include actions taken to correct the EXCEPTION and whether any corrective or nondisciplinary action was taken.

### **305.4 - 9 Detainee Meals**

#### **305.4 - 9.1 General**

1. The Detroit Department of Health and Wellness Promotion (DDHWP) have approved the DPD's food service policy. A qualified dietician at DDHWP shall approve the detainee meal program annually in writing or prior to any revisions in the program;
2. The DPD shall contract will an authorized food vendor. The only food provided to detainees will be food provided by DPD authorized vendors. No outside food or beverages shall be allowed;
3. A Registered Dietician (RD) shall approve menu planning and implementation pursuant to standards established by the U.S. Department of Agriculture (USDA) for the Recommended Daily Allowance (RDA).

**305.4 - 9.2 Food Service/Storage**

1. The DDHWP Food Sanitation Division will conduct a routine sanitation inspection of each precinct holding facility food and operational practices, annually;
2. All food service areas shall be inspected visually on a daily basis by detention officers and appropriate corrective measures shall be taken immediately when minor discrepancies are found (e.g., cleanliness);
3. The precinct commanding officer shall ensure that both weekly scheduled and random inspections of the holding cells (including food service areas), under their command, are conducted to ensure continued adherence to DPD operating policy and procedures. Refer to Section 4.5 of this Directive;
4. The food shall be stored and handled in a sanitary manner and in compliance with state and local health codes. The Detroit Health Department's Food Sanitation Division shall conduct a routine sanitation inspection of each precinct holding facility's food storage and operational practices annually. A copy of the inspection reports will be furnished to the DPD;
5. The DPD does not have kitchen facilities for detainees; therefore, culinary equipment is prohibited in the holding facility;
6. Potentially hazardous (cold) food shall be maintained at 41 Degrees Fahrenheit;
7. In the event that the holding facility refrigerator system is incapacitated and is unable to maintain the required temperature, the OIC of the desk shall be notified and implement one of the following alternatives:
  - a. Dispose of the food (throw away) and move the detainees to another facility;
  - b. Dispose of the food (throw away), notify Deputy Chief, Management Services Bureau (through channels), and either repair or replace the refrigerator and place an emergency order with the vendor;
8. Detention officers shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods;
9. An antibacterial towlette shall be issued to every detainee at meal time.

**305.4 - 9.3 Meals/Menus**

1. If the detainee has been in custody at least six hours they shall be provided with food. Thereafter, the OIC of the desk shall ensure that detainees are, provided with food once each shift;
2. The recommended detainee feeding times are as follows:

<b>Platoon</b>	<b>Times Meals Served</b>
Platoon One	6:00 a.m.
Platoon Two	12:00 p.m.
Platoon Three	6:00 p.m.
Platoon Three	10:00 p.m. (Snack)

3. The detention officer will distribute a meat/cheese sandwich to each detainee and a 4-ounce juice carton at each meal. The detention officer shall visually inspect all food packages prior to serving detainees. Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contamination. In the event, any food packages, are damaged (e.g., tore, open, etc.) or the food appears to be spoiled, such food shall not be served to a detainee and the detention officer shall dispose of the damaged/spoiled container in a trash receptacle;

4. All detainees that are arrested between the hours of 10:00 p.m. and 12:00 a.m. (midnight) shall be provided a meal (not a snack) upon their admittance to the holding cell facility;
5. After each meal detention officers shall make sure that all containers (including condiment) are collected and disposed of. Detainees shall not be allowed to retain any containers.

#### **305.4 - 9.4 Therapeutic and/or Special Diets**

1. In the event (for religious or dietary reasons) a detainee is unable to eat the standard meal, a graham cracker packet or peanut butter and jelly sandwich can be served, if requested;
2. In the event that a detainee needs a special diet for medical reasons, the detainee shall be conveyed to DRH. If a qualified medical health professional writes a detainee a prescription for a special diet, the prescription shall be honored through this department's contractual food vendor..

#### **305.4 - 9.5 Records**

A Detainee Food/Hygiene Logbook shall be maintained by all commands where detainees are housed and fed by this department.

1. A separate Detainee Food/Hygiene Log (DPD 663) shall be completed for each platoon indicating the date, the platoon number, and the number of detainee meals served and detainee hygiene kits dispensed;
2. The commanding officer shall ensure that a supervisory officer conducts an audit of the Detainee Food/Hygiene Logbook at the end of each month;
3. If any discrepancies are discovered during the monthly audit, a written report shall be submitted to the commanding officer indicating the discrepancies and the remedial actions taken;
4. Each command, that maintains a Detainee Food/Hygiene Logbook, shall retain all Detainee Food/Hygiene Logs (DPD 663) by month for a period of two (2) years..

#### **305.4 - 9.6 Monthly Detainee Meal Report**

This report shall indicate the number of detainee meals served. The report shall be retained by the originating command for a period of two (2) years..

#### **Related Policies:**

- Directive 305.1 – Detainee Intake/Assessment
- Directive 305.2 – Detainee Registration
- Directive 305.3 – Detainee Property
- Directive 305.5 – Detainee Health Care
- Directive 305.6 – Detainee Bonding
- Directive 305.7 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control
- Training Directive 04-04 – Detainee Suicide Prevention: Managing the Risk

#### **Related Forms:**

- Platoon Daily Detainee Summary Log
- Holding Cell Inspection Log
- Privilege Restriction Form
- Detainee Food/Hygiene Log

REV-02-08



## Detroit Police Web Manual v2

<b>Series</b> 300 Support Services	<b>Effective Date</b> 05/09/05	<b>Review Date</b> 05/09/06	<b>Directive Number</b>  <b>305.5</b>
<b>Chapter</b> 305 - Detention Management and Operations			
<b>Reviewing Office</b> Assistant Chief Operations Portfolio			<b>New Directive</b>  <b>Replaces</b>
<b>References</b> CALEA: 71.3.1; 71.3.2; 72.1.3; 72.6.1; 72.6.3; 72.6.5			
Chief of Police Ella M. Bully-Cummings			

**DETAINEE HEALTH CARE****305.5-1 PURPOSE**

To outline the guidelines and procedures for handling detainees requiring medical and/or mental health care while in the custody of the Detroit Police Department (DPD).

**305.5-2 POLICY**

It is the policy of the DPD:

- That there is a standard intake procedure for each detainee entering DPD custody;
- To identify persons with medical or mental health conditions, including infectious disease, chronic conditions, disabilities, ambulatory impairments, and drug or alcohol withdrawal;
- That all detainee prescription medications shall be dispensed and stored in compliance with department policy, based upon recommendations from a professional health care provider;
- To identify persons who are at risk of committing suicide and/or persons who have been on heightened observation as a suicide risk at any time during a previous detention in a DPD facility;
- To identify persons who have any medical contraindications (allergic reactions) to the use of chemical sprays;
- That all health information pertaining to a detainee acquired by the arresting or transporting officers shall be communicated and incorporated in all detainee medical and transfer forms;
- That all decisions made in response to acquired medical information require prior supervisory review and written approval, absent exigent circumstances;
- To take measures to prevent the spread of infectious diseases, including proper handling and disposal of bio-hazardous material, in accordance with OSHA requirements. [Refer also to Directive 403.2 (Infectious Disease Control Policy)];
- That all detainee's personal medical information is kept confidential in accordance with state and federal guidelines;
- That all detainees injured through police action, requiring hospital conveyance, shall be transported to the hospital by officers other than those involved in the incident from which the injury was alleged to have occurred;



- That the DPD's medical and mental health-screening program shall be approved in writing by qualified medical and mental health professionals on an annual basis prior to revisions to the program. This also applies to the prescription medication (contained in this Directive) and the infectious disease control policies.

### 305.5-3 Definitions

#### 305.5-3.1 DRH

Detroit Receiving Hospital

#### 305.5-3.2 Detainee Injury

Refers to any impairment of physical condition or pain.

#### 305.5-3.3 High Risk Detainee

- Detainees who indicate that they are currently, have previously, or are supposed to be taking medications for mental illness;
- Detainees who exhibit behavior or make statements that raise concerns of mental health issues other than suicidal tendencies;
- Detainees exhibiting symptoms of drug and/or alcohol withdrawal;
- Detainees with life threatening medical conditions or serious illness requiring medical treatment;
- Vulnerable detainees (e.g., assaultive, combative, special management, suspected crime partners) who should be housed in single occupancy cells.

#### 305.5-3.4 Infectious Disease

An infectious disease is any disease or illness (caused by bacteria or viruses) that can be transmitted from person to person (e.g., TB, HIV, AIDS, STDS, hepatitis, pneumonia, meningitis, parasitic infections, etc.).

#### 305.5-3.5 Life Threatening Condition

A life threatening condition is any condition that could result in the loss of life without medical intervention. Signs and symptoms alerting to life threatening conditions include, but are not limited to, the following:

- Loss of or change in the level of consciousness;
- Indication of a lack of alertness;
- Difficulty in breathing or not breathing (breathing interrupts speaking);
- Chest pain;
- Convulsions or seizures;
- Severe headache;
- Sudden onset of weakness or paralysis;
- Uncontrolled or severe bleeding;
- Severe or obvious pain, swelling or deformity;

- Sudden onset of unusual or bizarre behavior;
- Prior suicide attempts;
- Head injury;
- Severe burns.

#### **305.5-3.6 Medical Care Referral Form**

This is a form initiated pursuant to a detainee's complaint of illness or injury, or the observation of any DPD member that a detainee may be in need of medical care. The form shall be completed by a detention officer, and signed by a supervisor.

#### **305.5-3.7 Medical Health High Risk Monitoring Log**

A form used to monitor detainees exhibiting symptoms of drug and/or alcohol withdrawal or with life threatening medical conditions or serious illness requiring medical treatment

#### **305.5-3.8 Monitor**

To place a person in a detoxification and safety cell, and observe/check every fifteen (15) minutes for any changing or deteriorating conditions of the detainee while in custody and document same on either a Mental Health High Risk Detainee Monitoring Log (DPD 661) or a Medical Health High Risk Monitoring Log (DPD 661a).

#### **305.5-3.9 Non-Prescription Medication**

Drugs and medications that the Food and Drug Administration (FDA) determines can be purchased, and are safe and effective to use without a doctor's prescription (e.g., aspirin, Tylenol, etc.). Detainees shall **not** be allowed to use any medication, either prescription or non-prescription, that is not authorized by DRH or other medical facilities.

#### **305.5-3.10 Prescription Medication**

A drug which can be dispensed only by prescription, and which has been approved by the FDA. The dispensing of prescription medications is limited to medications originating upon orders of Detroit Receiving Hospital (DRH), or other medical facilities.

#### **305.5-3.11 Qualified Medical Professional**

An individual who is currently licensed by the State of Michigan to deliver the health care services they have undertaken to provide.

#### **305.5-3.12 Qualified Mental Health Professional**

An individual who is currently licensed by the State of Michigan to deliver the mental health services they have undertaken to provide.

### 305.5-3.13 Significant Exposure to Infectious Disease

Any situation, in which a detainee or DPD member is likely to have come in contact with an infectious agent in such a way that the probability of infection is likely to occur. The probability of infection is contingent on many factors, which the layperson cannot accurately determine (e.g., amount of exposure, infectiousness of agent, transmissibility of the agent, susceptibility of exposed individual, medical counter measures taken, etc.).

### 305.5-3.14 Suicide Risk

A person who has demonstrated suicidal ideation (e.g., talks of suicide, or indirectly talks of suicide "the world would be a better place without me," etc.), has made a suicidal threat, or has demonstrated self-destructive behavior.

## 305.5-4 Detainees Requiring Health Care

### 305.5-4.1 Medical Attention

1. Members shall advise the officer in charge (OIC) of the desk of any detainee's medical complaint, request for treatment, or obvious signs of injury or illness. The OIC of the desk shall question the detainee relative to the complaint, request, or injury, and take appropriate action (e.g., convey to DRH, assign monitoring duties).
2. The OIC of the desk shall ensure that all complaints and observations are noted on the Detainee Intake Form (DPD 651), Platoon Daily Summary Log (DPD 659) and in the Desk Blotter;
3. If the detainee alleges injury through police action, the OIC of the desk shall cause an investigation to be initiated, the appropriate notifications made and documentation placed in the Desk Blotter;
4. If the detainee is transferred to a medical facility, a supervisor shall sign the Detainee Medical Care Referral Form (DPD 660). This form, as well as the Detainee Intake Form (DPD 651) and the Detainee Treatment/Medication Disbursement Log (DPD 664), if applicable, shall travel with the detainee upon his or her transfer;
5. A record of the medical facility transfer, and the reason for the transfer, shall be made by the detention officer in the Arrest Book and by the OIC of the desk in the Desk Blotter. The OIC of the desk shall incorporate the information on the Detainee Intake Form and on Medical Care Referral Form authorizing treatment.

### 305.5-4.2 Life Threatening Conditions

1. If the detainee's condition is life threatening, officers shall provide the appropriate first aid, EMS shall be requested and the OIC of the desk shall be notified. If EMS is not available, the OIC of the desk shall make arrangements to have the detainee immediately conveyed to DRH;
2. Detainees with life threatening conditions shall not be placed in a holding cell. If the detainee is already in a holding cell, he or she shall be constantly supervised (one on one supervision) pending transfer to a medical facility. **The Medical Health High Risk Monitoring Log (DPD 661) shall be completed;**
3. A detainee shall be transported to the hospital, immediately, if in evident distress, having trouble breathing, chest pains, seizures, or in a state of confusion.

**305.5-4.3 Non-Life Threatening Conditions/Serious Illness**

1. If detainees require periodic prescription medication, complain of an illness or injury, or request medical treatment, the OIC of the desk shall make arrangements to have the detainee immediately conveyed to DRH. [Refer to Detainee Medical Care Decision Tree Chart (DPD 651a) posted in the Holding Cell Area];
2. Detainees suffering from a medical condition that may require necessary medical care, including but not limited to, diabetes, epilepsy, heart disease, or detainees whose personal effects show evidence of such diseases, shall be monitored. Detention officers shall record the detainee's name, cellblock number and condition on the Medical Health High Risk Monitoring Log (DPD 661a). The OIC of the desk shall be responsible for conveyance of the detainee to DRH;
3. Other conditions which require conveyance to DRH for an evaluation by a medical professional are observations by detention officers of a change in the detainees ability to communicate, tingling, numbness, sudden state of confusion, vomiting or diarrhea;
4. The detainee shall be monitored until the conveyance vehicle arrives.

**305.5-4.4 Mental Health/Psychiatric Attention**

1. Detainees who require psychiatric care or evaluation, based upon the responses the detainee made to questions contained on the Detainee Intake Form, or based on observations of the arresting, transporting, detention officers, or based on any other information received from other sources shall be conveyed to DRH and presented to the Triage Nurse;
2. If the manpower at the DRH Police Detail does not permit a member of the police detail to be assigned to the detainee while he or she is evaluated by DRH psychiatric staff, one of the conveying members shall stay with the detainee while the detainee is being evaluated;
3. If a psychiatrist recommends admission to the DRH Psychiatric Unit, a DRH Police Detail member shall notify the OIC of the Thirteenth Precinct Desk;
4. If possible, before detainees are admitted to the psychiatric unit, they shall be released from DPD custody. However, if the seriousness of the charge(s) against a detainee precludes either their release on bond or their discharge pending the issuance of a not in custody warrant, the OIC of the Thirteenth Precinct Desk shall notify the Communications Operations Section, to schedule a priority arraignment;
5. The detainee shall stay in the Observed Care Unit until arraignment, or a physician recommends discharge from the hospital;
6. If the detainee is evaluated and/or treated and discharged from DRH, and it is determined that he or she is a high risk or suicidal detainee, he or she shall be transported to the respective holding facility designated to hold high-risk detainees. [Refer to Directive 305.1 Detainee Intake/Assessment].

**305.5-5 Hospital Transport****305.5-5.1 General**

1. A record of any detainee hospital transfer shall be noted in the Desk Blotter, with the corresponding reason and the name of the transporting officers;

2. If the detainee was transferred by EMS, the ambulance medic number shall be noted in the Desk Blotter;
3. Information regarding the transfer shall also be noted on the Detainee Intake Form and the Medical Care Referral Form;
4. If conveyed directly from the scene, the conveying officers shall notify the OIC of the desk. The OIC of the desk shall notify the Communications Operations Section and request that a supervisor be dispatched to the hospital that the detainee is being conveyed to. The supervisor shall respond to the hospital and complete the Detainee Medical Care Referral Form. The conveying members shall be responsible for completing the Detainee Intake Form;
5. DRH Triage will direct the conveying members to the Observed Care Unit, or the Module where the detainee will be medically cleared and/or receive a psychiatric evaluation;
6. A conveying member may turn over a detainee to a member of the DRH Police Detail, only if manpower of the DRH Police Detail permits. If the DRH Police Detail manpower does not permit their assuming custody of the detainee, the conveying member is required to stay with the detainee until properly relieved.

#### **305.5-5.2 Emergency**

1. If a detainee is conveyed from a precinct holding facility or directly from the scene by an EMS Unit, EMS personnel shall determine the appropriate medical facility to which the detainee will be conveyed;
2. A member shall accompany all detainees conveyed by EMS to a medical facility. One member shall ride with the detainee in the EMS Unit. If conveyed directly from the scene, one member shall ride with the detainee in the EMS Unit and one member shall follow the EMS Unit to the medical facility that the detainee is conveyed. If EMS personnel determine that it is necessary to convey to a medical facility other than DRH, the accompanying member shall notify the Communications Operations Section, and provide the extent of the detainee's injury or illness, and the hospital to which conveyed;
3. The Communications Operations Section shall notify the OIC of the desk in which the incident occurred;
4. The member that conveys a detainee to DRH, or the member that accompanies EMS during their conveyance, shall witness the searching of the detainee by an authorized nurse or orderly, and shall remain with the detainee until properly relieved. The member shall also witness the search of non-detainees conveyed by the member, if they are unconscious or mentally incompetent.

#### **305.5-5.3 Detainees Conveyed to Hospital - Not Registered**

1. When an unregistered detainee is conveyed to DRH, the conveying member shall notify the precinct of arrest and shall provide sufficient information to enable the LEIN operator to obtain a central booking number and make all other appropriate computer entries;
2. The LEIN operator shall advise the OIC of the desk of the LEIN (Law Enforcement Information Network) and NCIC (National Crime Information Center) responses;
3. The OIC of the desk shall make a blotter entry including the pertinent information and shall cause an Arrest Book entry to be made indicating the detainee's location and central booking number;
4. A member of the DRH Police Detail shall enter the central booking number in the DRH Police Detail Blotter, on the detainee's print card and on the Detainee Intake Form;

5. In the event that an unregistered detainee is conveyed to a hospital other than DRH, the detainee's exact location shall be written in the disposition column of the Arrest Book. This information shall be updated when the detainee's location is changed.

#### **305.5-5.4 Unidentified Detainees**

1. When an unregistered detainee is conveyed to a hospital and the detainee's identity is undetermined because of unconsciousness or another physical condition, the conveying officer shall notify the precinct or unit of jurisdiction;
  - a. The OIC of the desk shall make the necessary blotter entry and cause the computer terminal operator to make a detainee entry transaction and obtain a central booking number;
  - b. The OIC of the precinct or unit shall ensure that an Arrest Book entry is made indicating the words "unknown male" or "unknown female" in the name column and entering the exact location of the detainee in the disposition column;
  - c. If the identity of the detainee is subsequently determined, the member receiving such information shall notify the appropriate command. The OIC of the desk shall ensure that the Desk Blotter, Arrest Book and computer entries are updated, and the necessary clearances are obtained. The OIC of the desk shall also notify the DRH detail and direct them to update all records and forms.

#### **305.5-5.5 Required Processing**

1. When the OIC of the desk has authorized a detainee for transport to DRH, the detention officer shall prepare Section One of the Detainee Medical Care Referral Form entitled "Request for Medical Treatment" and have it signed by the authorizing supervisor. This form shall be given to the transporting officer;
2. The transporting member shall complete Section Two entitled "Detainee Medical Information," of the Medical Care Referral Form;
3. If the detainee is conveyed directly from the scene of an arrest to a medical facility, the transporting officers shall complete Section One and Section Two. A supervisor from the conveying officer's command shall be dispatched to the medical facility to sign the form authorizing treatment;
4. All copies of this form will be submitted to the DRH Police Detail who shall complete Section 3 entitled "Emergency Room Disposition" and distribute the copies per instructions on the form;
5. In cases where LEIN/NCIC hits are the original reason for the arrest, the arresting officer shall supply the Thirteenth Precinct with the charge, originating jurisdiction, warrant numbers, etc.;
6. Members who convey detainees from a holding facility to DRH shall deliver to the triage nurse a photocopy of the detainee's medical insurance card (obtained during detainee processing) and a photocopy of the Detainee Intake Form and Detainee Treatment/Medication Disbursement Log (if the detainee had previously been dispensed medication while in DPD custody);
7. When a detainee is returned to a holding facility from DRH or other medical facility, the OIC of the desk shall review the patient discharge instructions and comply with its provisions. The OIC of the desk shall also update the Detainee Intake Form and place the appropriate Detainee Alert Sticker on the Detainee File Folder. Both the Detainee Intake Form and the hospital discharge instructions shall be stored in the Detainee Confidential Medical Envelope (DPD 658) within the Detainee File Folder (DPD 657).

**305.5-6 Medication****305.5-6.1 General**

1. All medication in the possession of a detainee at the time of arrest must be confiscated, and:
  - a. Non-prescription medications shall be placed in the detainee's Tamper Proof Bag (TEB);
  - b. Prescription bottles with appropriate labels in the name of the detainee may be considered valid unless there is reason to suspect otherwise. Such medications shall be placed in the detainee's TEB.
  - c. All unlabeled prescriptions and/or prescriptions in which the labels do not match the identity of the detainee shall be placed on an evidence tag, and hand delivered to the Prisoner Processing Unit of the Narcotics Section for processing and analysis.

**305.5-6.2 Authorized Prescription Medication**

1. Only medication prescribed through an authorized treating facility (e.g., DRH) shall be dispensed to a detainee.
2. It is DRH's policy to issue two identical prescriptions per medication prescribed to each detainee. One prescription is immediately filled by the DRH pharmacy. The second prescription is issued to enable the detainee to continue the prescribed medication upon release from DPD custody or transfer to another facility outside of DPD custody.
3. When a detainee is returned from a medical facility with prescription medications or unfilled prescriptions, the OIC of the desk shall update the Detainee Intake Form. The detention officer shall also complete the Detainee Treatment/Medication Disbursement Log, affixing the pharmacy label provided by DRH on the log. To ensure that the detainee receives their prescriptions upon discharge or transfer to another facility, the detention officer shall note the information in red ink in the Arrest Book and on the TEB;
4. The detention officer shall check the Platoon Daily Summary Log and the Detainee Treatment/Medication Disbursement Log at the beginning of his or her tour of duty to determine if any of the detainees have been prescribed medications. The detention officer shall ensure that the medications are dispensed consistent with the established timeframes and procedures as directed by DRH or any other prescribing medical facility. For example, if medication is to be taken with 8 ounces of water, the water shall be given; if medication needs to be taken with food, the detention officer shall provide food. Detainees shall not be relied upon to identify their need for medications;
5. Each time medication is dispensed by the detention officer it shall be documented on the Detainee Treatment/Medication Disbursement Log;
6. The detention officer shall inventory the medication storage cabinet at the beginning of his or her tour of duty and document on the Platoon Daily Detainee Summary Log. The purpose of this review is to verify that the medication in the cabinet has been prescribed for currently held detainees;
7. If any prescriptions are found that were prescribed for detainees who have been transferred, the detention officer shall contact the agency that the detainee was transferred to, and arrange for pickup of the medication. If the medication is for a detainee who was released, that detainee shall be contacted to pickup the medication. If the detainee is unable to be contacted or located, the medication shall be placed in an evidence bag, and taken to the Narcotics Section, Prisoner Processing Unit, for disposal;
8. All prescribed injected medications shall be administered at DRH;
9. If a detainee refuses any dose of a prescribed medication, the OIC of the desk shall be notified. The detention officer shall write "refused" in the dose column of the Detainee Treatment/Medication Disbursement Log and have the detainee sign his name in the presence of the OIC of the desk who shall sign the log as a witness to the refusal;
10. Prescription medications dispensed to a detainee shall be taken in view of the dispensing detention officer to prevent misuse. Following the dispensing of medications, the detention officer shall be alert to any complaint of adverse reactions the detainee may be having as a result of taking medication (e.g., shortness of breath, rash, changes in complexion-pale, flushed, etc). If in distress, emergency procedures will be enacted (refer to Section 5.2 of this Directive);
11. When a detainee is discharged from custody, all detainee property, including pre-custody medications in the detainee's TEB, and post-custody medications (prescribed by DRH or other medical facility), shall be released to the detainee. As acknowledgment of release, the detainee shall sign his or her TEB and the Detainee Treatment/Medication Disbursement Log. **Note:** A copy of the hospital instructions shall also be given to the detainee;

12. When a detainee is transferred or conveyed to court or another jurisdiction, all detainee property, including pre-custody medications (TEB), and post-custody medications (prescribed by DRH or other authorized medical facility), shall be turned over to the receiving officer who shall be required to sign the Detainee Treatment/Medication Disbursement Log. To ensure continuity of care, a copy of the Detainee Treatment/Medication Disbursement Log and Intake Form shall be given to the agency receiving the detainee;
13. When discharged from custody or transferred to another jurisdiction, the original copy of the Detainee Treatment/Medication Disbursement Log shall be retained at the command where discharged and placed in the Confidential Medical Envelope with the Detainee Intake Form. [Refer to Directive 305.1 Detainee Intake/Assessment, Section 5.2.5 for storage].

### 305.5-6.3 Medication Storage

1. A TEB shall not be used to store and dispense authorized prescribed medications to detainees. The OIC of the desk shall ensure that authorized prescription medication is stored separately in the locked medicine cabinet that is mounted near the holding cell area;
2. Any refrigerated medication shall be kept in its original package. The medication shall be stored in the plastic container labeled "Detainee Medication" and placed in the holding cell refrigerator.

### 305.5-7 Hospitalized Detainees

#### 305.5-7.1 General

1. DRH Police Detail officers shall be responsible for completing the registration process for detainees admitted to DRH following emergency treatment, including fingerprinting, by 10 a.m. daily;
2. In cases where the detainee is transferred to the holding facility prior to being registered, the detainee shall be processed in the normal manner.

#### 305.5-7.2 DRH Police Detail

1. The officer(s) assigned to the hospital detail at DRH shall monitor **ALL** detainees (check every 15 minutes) to prevent escape and detainees from injuring themselves or others. **If the detainee is a high risk detainee (refer to definition in this Directive) he or she shall be constantly supervised (one-on-one) until he or she is authorized by a medical or mental health professional to be returned to a precinct holding facility;**
2. All officer(s) shall be constantly alert for possible escapes and to prevent the smuggling of weapons, narcotics, etc., to the detainees ;
3. Whenever an officer becomes aware that a hospitalized detainee has made a statement, admission or confession relative to a criminal investigation, a Case Report shall be made. The original shall be mailed to the officer in charge of the case;
4. When it becomes necessary for an officer to obtain information from a detainee's hospital chart, the officer shall request a verbal report from the nurse on-duty;
5. When it becomes necessary for an officer detailed to the detainee's room to leave an assigned post, the officer shall be properly relieved by another officer and shall notify the nurse on-duty.

#### 305.5-7.3 Transfer of Hospitalized Detainees to DRH



1. No detainee shall be transferred to DRH from another hospital without the prior approval from the administration of the hospital in which the detainee is a patient. Prior to the detainee being conveyed, the member on duty at the time approval is granted for transfer shall ascertain from the hospital administration or referring physician, that DRH has been notified. Medical and security protocols require physicians who refer patients for transfer to provide telephone notification to the hospital receiving the patient, prior to the transfer;
2. Whenever possible, transportation will be arranged by the hospital in which the detainee is a patient in the same manner as any other patient transfer. EMS should not be used for detainee-patient transfers except under extreme circumstances, such as a violent detainee where conveyance by private ambulance would not be practical. A member shall personally ride with all detainees during conveyance;
3. When a detainee is conveyed to DRH, after having been registered, the detainee's arrest ticket and personal property shall accompany the detainee. If the detainee is admitted to the hospital, the detainee's arrest ticket and property shall be delivered to the Thirteenth Precinct, where it will be retained until the detainee is released from the hospital.

#### **305.5-7.4 Hospitalized Detainees - Use of Restraints**

1. Restraining equipment shall be used to prevent the escape of hospitalized detainees or when a detainee becomes violent;
2. If the detainee's physical condition precludes the possibility of escape or violence, restraining devices need not be employed;
3. Members shall use their best judgment when determining whether restraints are required. When restraints are used, the DRH Police Detail shall report it to the OIC of the Thirteenth Precinct Desk.

#### **305.5-7.5 Notification of Family for Admitted Detainees**

1. When a detainee is admitted to DRH, the OIC of the Thirteenth Precinct Desk, shall be responsible for the immediate notification of the detainee's family;
2. A notation listing the detainee's name, central booking number; name, address, phone number, relationship of persons notified; time and date of the notification; and the notifying member's name shall be made in the Desk Blotter.

#### **305.5-8 Visiting Detainees Admitted to DRH**

##### **305.5-8.1 When Permitted**

1. Detainees at DRH may be visited by persons having a pass from the OIC of the Thirteenth Precinct Desk on the day the detainee is admitted to the hospital. Subsequent visits shall be consistent with posted visiting hours;
2. However, the specified visiting hours shall not prohibit visitors at any time of the day or night, when the detainee is in critical condition, or in the event the visitor has traveled a great distance. Such visits shall be subject to the rules and regulations of DRH and always require a pass from the OIC of the Thirteenth Precinct Desk;
3. Normally, visiting privileges shall be limited to the detainee's spouse and parents. However, the OIC of the Thirteenth Precinct Desk may permit other visitors. Attorneys shall be allowed to visit their client, unless

prohibited by DRH.

### 305.5-8.2 When Prohibited

1. Under normal circumstances, authorized visitors will not be denied permission to see detainees. However, circumstances may arise when visitors might impede the progress of the investigation. Under such circumstances, the member in charge of the case shall complete a Privilege Restriction Form (UF-008) that will be faxed or hand delivered to the OIC of the Thirteenth Precinct Desk. The Privilege Restriction form shall include the rationale for the denial and a copy shall be submitted to the investigator's commanding officer. Such denial shall not apply to a suspect's attorney;
2. Privilege restrictions are only in effect for a 24-hour period. If the restriction is to remain in effect beyond a 24-hour period, a new Privilege Restriction Form must be completed for each additional 24-hour period. The Privilege Restriction form shall include the rationale for the continuation of the restriction and a copy shall be submitted to the investigator's commanding officer;
3. The OIC of the Thirteenth Precinct Desk shall direct the DRH Police Detail to affix a green Detainee Alert Sticker to the Detainee File Folder. The OIC of the Thirteenth Precinct Desk shall affix a green detainee alert sticker on the Detainee's Arrest Ticket which shall be located at the Thirteenth Precinct Desk;
4. Once a restriction expires or is removed, the OIC of the Thirteenth Precinct Desk must check the restriction removal box on the Privilege Restriction Form (UF-008) and affix their signature on the form. The OIC of the Thirteenth Precinct Desk must also draw a single line in black ink through the green Alert Sticker on the Arrest Ticket and affix their initials and badge number next to it. The OIC of the Thirteenth Precinct Desk shall direct the DRH Police Detail to draw single line through the green Alert Sticker on the Detainee File Folder and affix their initials and badge number next to it;
5. All EXCEPTIONS of the DPD's privilege restriction policy shall be documented on a Privilege Restriction Exception Form by the officer in charge of the desk by the end of the shift in which he or she finds an EXCEPTION;
6. The commander of the precinct holding facility, and if applicable, of the specialized unit shall review all EXCEPTIONS of the DPD's privilege restriction policy on a daily basis on the Commanders Daily Review (U-60). The Commander's Daily Review shall include actions taken to correct the EXCEPTION and whether any corrective or non-disciplinary action was taken.

### 305.5-8.3 Interviews by Hospital Personnel

Hospitalized detainees in police custody without a warrant, or those held under authority of a warrant, may be interviewed by authorized hospital personnel to ascertain whether they are financially able to reimburse the city for hospital care. The interview must be conducted in the presence of an officer detailed to the hospital.

### 305.5-8.4 Interviews by Department Members

When apprised by a physician that a detainee can be interviewed, members assigned to the DRH Police Detail shall immediately notify a supervisor at the concerned command, record in the DRH Police Detail Blotter the name of the supervisor notified. The supervisor receiving notification shall indicate, in the Desk Blotter, the name of the detainee and shall ensure that the member assigned to the case is notified.

### 305.5-9 Death of Detainee at DRH

Immediately upon notification of the death of any detainee held at DRH, the member on duty at the hospital shall notify the OIC of the Thirteenth Precinct Desk, Homicide Section and Communications Operations Section. If death is due to natural causes, the OIC of the Thirteenth Precinct Desk shall transfer any personal property held by the DRH Police Detail to the Wayne County Morgue. A receipt for such property shall be obtained from morgue attendants and shall be returned to and kept on file at the Thirteenth Precinct.

**Related Policies:**

- Directive 305.1 – Detainee Intake/Assessment
- Directive 305.2 – Detainee Registration
- Directive 305.3 – Detainee Property
- Directive 305.4 – Holding Cell Areas
- Directive 305.6 -- Detainee Bonding
- Directive 305.7 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control
- Training Directive 04-04 – Detainee Suicide Prevention: Managing the Risk

**Related Forms:**

- Detainee Intake Form (DPD 651)
- Platoon Daily Detainee Summary Log (DPD 659)
- Medical Care Referral Form (DPD 660)
- Mental Health High Risk Monitoring Log (DPD 661)
- Medical Health High Risk Monitoring Log (DPD 661a)
- Detainee Treatment/Medication Disbursement Log (DPD 664)
- Privilege Restriction Form (UF 008)



## Detroit Police Web Manual v2

<b>Series</b> 300 Support Services	<b>Effective Date</b> 05/09/05	<b>Review Date</b> 05/09/06	<b>Directive Number</b>  <b>305.6</b>
<b>Chapter</b> 305 - Detention Management and Operations			
<b>Reviewing Office</b> Assistant Chief Operations Portfolio			<b>New Directive</b>  <b>Replaces</b>
<b>References</b> CALEA 72.5.8; 72.7.1			
Chief of Police Ella M. Bully-Cummings			

**DETAINEE BONDING****305.6 - 1 PURPOSE**

To establish guidelines and procedures for the bonding of persons in the custody of the Detroit Police Department (DPD).

**305.6 - 2 POLICY**

All individuals that are in the custody of the DPD shall be processed expeditiously, e.g., arraigned, discharged, transferred to other jurisdictions, or released on bond as quickly as administratively possible and within the time frames established by DPD policy and law.

**305.6 - 3 DEFINITIONS****305.6- 3.1 Hold**

Any outstanding charge(s) or warrant(s) other than those that serve as the predicate for the current arrest.

**305.6 - 4 PROCEDURES****305.6- 4.1 General**

1. In the event a detainee is released from the holding facility, or transported to another location, by anyone other than the arresting officer, the releasing or transporting officer shall verify the identification of the detainee prior to transporting or release;
2. The investigator assigned to a case may release a detainee (e.g., complainant refused to prosecute, pending the issuance of a not in custody warrant, discharge no case), however; only the Officer in Charge (OIC) of the precinct desk may release any detainee from a DPD holding facility. In order to release a detainee it is necessary that both the detention officer and the OIC verify the detainee's identity;
3. This shall be accomplished by reviewing identifying information on the detainee's Arrest Ticket to confirm proper identity. The OIC of the precinct desk shall make a Desk Blotter entry indicating the detainee's name, other identifying information (e.g., date of birth, address) and the circumstances of the release (e.g., bond, pick-up by other jurisdiction, discharge, etc.).

**305.6 - 5 Non-Bondable Offenses****305.6- 5.1 Charged on a Warrant**

1. Persons arrested on a warrant charging a felony, circuit court misdemeanor, or high misdemeanor **cannot** be released on bond. Any person registered on a warrant charging one of these offenses must be taken before the appropriate magistrate for arraignment;

2. During normal business hours, Monday through Saturday, persons charged with a high misdemeanor will be arraigned in the Misdemeanor Courtroom. On Sundays, holidays and any other days when the Misdemeanor Court is not in session, any person charged with a high misdemeanor will be arraigned before the magistrate conducting felony and circuit court misdemeanor arraignments and hearings on writs of habeas corpus.

#### **305.6- 5.2 Charged without Warrant**

1. Persons charged with felonies, circuit court misdemeanors, or high misdemeanors without a warrant cannot be released on bond. However, detainees held on the aforementioned charges may be discharged by the officer in charge of the case with approval of the officer in charge of the section or unit for the following reasons:
  - a. It appears from a review of the case that prosecution is unlikely;
  - b. It appears the charge will be reduced to a simple misdemeanor, or
  - c. When extenuating circumstances are present and the future appearance of the detainee is reasonably assured;
2. A person may not be bonded in cases involving a felony, circuit court misdemeanor or high misdemeanor hold for an outside authority or a hold for a misdemeanor warrant that is marked "Hold without Bond".

#### **305.6- 5.3 Releasing Persons at a Judge's Request**

1. If a judge of immediate jurisdiction requests the release of a detainee, the officer in charge of the desk shall so inform the officer in charge of the case;
2. If there are extenuating circumstances which preclude release, the officer in charge of the desk shall contact the "on call" Wayne County Assistant Prosecutor for directions. If there is no objection from the prosecutor, the supervisor in charge shall contact the requesting judge, verify the authenticity of the request, and affect the release. If the prosecutor objects to the detainee's release, the prosecutor will contact the requesting judge and advise the judge of his or her objections, however, the decision of the judge is final.

### **305.6 - 6 Bondable Offenses**

#### **305.6- 6.1 Interim Bail Act**

1. The Michigan Interim Bail Act requires that any person arrested, with or without a warrant, for a misdemeanor punishable by imprisonment for not more than one year or by a fine and who cannot be arraigned **immediately**, must be allowed to post a cash bond to guarantee his or her appearance in court and be released;
2. A detainee shall not be released on interim bond when, in the opinion of the officer in charge of the desk, the detainee;
  - a. Is under the influence of intoxicating liquor and/or a controlled substance;
  - b. Is wanted by police authorities on other charge(s);
  - c. Is unable to establish or demonstrate his or her identity, or
  - d. When it would be otherwise unsafe to release the detainee because of danger to another person or

other factor(s);

3. While the release of a detainee on interim bond may be properly denied in these circumstances, the arresting officer shall document on his or her Preliminary Complaint Record (PCR) the reason(s) for such denial.
4. If no Detroit warrants are pending and any outside authority holding a warrant is unable to assume custody of a detainee arrested for a simple misdemeanor and the appropriate court is not in session, the Interim Bail Act shall apply.

### **305.6- 6.2 Persons Charged with Traffic or Miscellaneous Warrant**

1. Persons arrested on traffic warrants or other miscellaneous misdemeanor warrants emanating from 36<sup>th</sup> District Court, Traffic and Ordinance Division, may be released on bond without being registered, provided the person's identity is known to the officer in charge of the desk and a criminal record check by computer inquiry has been obtained. If the person is unknown, a fingerprint clearance shall also be obtained;
2. If the person is to be released on bond an inventory search shall not be conducted.

### **305.6- 6.3 Persons Held on Weekends for Traffic and Ordinance Offenses**

The 36<sup>th</sup> District Court, Traffic and Ordinance Division does not hear cases on weekends. Therefore, to ensure that persons charged with traffic and ordinance offenses who cannot post bond are not excessively detained, the following procedures shall apply on weekends:

1. The 36<sup>th</sup> District Court, Traffic and Ordinance Division, will maintain a weekend list of persons being held for traffic offenses who are unable to post bond;
2. Prior to 10:00 a.m. on every Saturday, each holding facility shall contact the Warrant Office at 36<sup>th</sup> District Court, Traffic and Ordinance Division, and give the names, charges, dates and times of arrests, and bond amounts of all traffic and ordinance offenders still in their custody; and
3. Each Saturday, between the hours of 10:00 a.m. and 1:00 p.m., a duty judge/magistrate of 36<sup>th</sup> District Court, Traffic and Ordinance Division, will review the weekend list to ascertain that no person is being unreasonably detained;
  - a. If, at the discretion of the duty judge/magistrate, any person is being unreasonably detained, the duty judge/magistrate will contact the detaining precinct and request release of the concerned detainee, even though such detainee may not have sufficient resources to meet the required bond;
  - b. The officer in charge of the desk may verify the authenticity of the request by contacting the Warrant Office;
  - c. If there are any extenuating circumstances which preclude release, such as a failure to satisfactorily establish the detainee's identity, or discovery that the detainee is wanted on other more serious charges, the officer in charge of the desk shall apprise the judge/magistrate;
  - d. When a detainee is to be released at the request of the duty judge/magistrate, the bond receipt form must be completed. The member preparing the bond receipt form shall enter the words "No Deposit" in the space designating amount of deposit and the name of the requesting judge/magistrate shall be entered in the space noted "Bond Posted By." The detainee shall be scheduled for appearance at the next session of 36<sup>th</sup> District Court, Traffic and Ordinance Division. The bond receipt form shall then be

processed in the normal manner;

- e. These provisions in no way preclude or limit discretion to release indigent persons as dictated by existing procedures (refer to Section 6.1 of this Directive); the officer in charge of the desk should exercise this discretion where circumstances warrant.

### **305.6 - 7      Types of Bonds Authorized**

#### **305.6- 7.1      Personal Bond**

1. All persons arrested with or without a warrant and charged with a simple misdemeanor (92-days or less) may be released on personal bond at the discretion of the officer in charge of the precinct station desk upon the completion of processing and after clearances have been obtained. The bond receipt form shall be completed by entering the words "NO DEPOSIT" in the space designated for the amount of deposit, and signing the rank and name in the space noting "Bond Posted By". The bond receipt form shall then be processed in the normal manner;
2. When the original charge on a detainee was a felony but was reduced after further investigation and the detainee is re-registered on a misdemeanor charge, the aforementioned procedure shall also apply;
3. If a person is arrested on LEIN information **only** for a simple misdemeanor held by outside authorities, will not be picked up and is unable to post bond, the arrested person shall be released on his or her own recognizance unless there are extenuating circumstances (e.g., the person is under the influence of alcohol or drugs and it is deemed unsafe to release them). He or she shall be instructed to appear at the jurisdiction holding the warrant.

#### **305.6- 7.2      Cash Bond**

1. A cash bond is made by depositing an amount of money for the violation involved as suggested by the 36<sup>th</sup> District Court, Traffic and Ordinance Division Bonding Schedule;
2. A cash bond shall be made in United States currency only.

#### **305.6- 7.3      Surety Bonds**

1. If a person is unable to produce the cash required for a bond, then surety bonds will be accepted for bondable traffic offenses from any surety company on the authorized bonding company list on file with the Warrant Office and posted in the holding cell area at each precinct;
2. Surety Bonds shall be processed as an Interim Bond except that the name of the bonding agency will appear in the space noted "Bond Posted By".

#### **305.6- 7.4      Motor Club Insurance Bond**

1. A valid membership card issued by a motor club guaranteeing the member's appearance may be accepted in lieu of a cash bond;
2. The club member's name and address will be entered on the bond receipt, 36<sup>th</sup> District Court Traffic and

Ordinance Division (C of D 278-RE), the card number shall be entered on the line noting "Amount Received" and the amount paid up to the maximum amount listed on the card along with the words "Club membership" will be written across the bond receipt;

3. The motor club card will be stapled to the bond receipt and forwarded to 36<sup>th</sup> District Court, Traffic and Ordinance Division in the usual manner;
4. Motor club membership cards are not to be accepted for any amount in excess of the maximum amount listed on the card or for anyone other than the person named on the card;
5. They shall not be accepted in cases involving:
  - a. Operating While Intoxicated (O.W.I.) violations;
  - b. Leaving the scene of an accident;
  - c. Operating under the influence of drugs;
  - d. Any felony;
  - e. Adjourned cases;
  - f. Traffic warrants;
  - g. Capiases;
  - h. Fleeing and eluding;
  - i. Falsification of documents, or
  - j. Driving while license suspended or never acquired.

**305.6 - 8 Bonding schedule**  
**305.6- 8.1 \$500.00 Cash bond**

1. Accosting and Soliciting;
2. Offering to Engage;
3. Aiding and abetting another for an act of prostitution;
4. Disorderly Conduct – Flagging;
5. Indecent and Obscene Conduct;
6. Admitting and Receiving Another for an Act of Prostitution.



**305.6- 8.2     \$100.00 Cash bond**

1. Simple misdemeanor capias from 36<sup>th</sup> District Court;
2. Leaving the scene of a property damage accident (Leaving the scene of an injury accident is a non bondable high misdemeanor);
3. Operating a vehicle under the influence of intoxicating liquor or drugs (OWI/OPD);
4. NOP – Never Acquired;
5. Minor Unlawfully In Public Place (MUIPP);
6. Interfering with city official in performance of duties;
7. Impersonating city official;
8. Allowing intoxicated person to operate a motor vehicle;
9. Reckless driving;
10. Driving with defective brakes;
11. Driving with suspended or revoked license;
12. Improper plates;
13. Violation of Gun Ordinance;
14. Violation of Knife Ordinance;
15. Violation of misdemeanor probation;
16. Resisting and obstructing, and
17. All misdemeanor warrants without a stipulated bond.

**305.6- 8.3     \$50.00 Cash bond**

1. No valid operator's license on person;
2. Using and displaying another's operator's license;
3. Allowing another to use operator's license;
4. Allowing unlicensed driver to operate motor vehicle;
5. Disorderly conduct – except flagging;
6. Remaining on school grounds after dark;

- 7. Entering without owner's permission;
- 8. Failure to display operator's license;
- 9. Failure to pay cab fare;
- 10. Entering playing area of sporting event;
- 11. Minor in possession of alcohol;
- 12. Noise/improper diversion, which disturbs school;
- 13. Expired license more than 90 days;
- 14. Person under 18 years of age possessing knife;
- 15. Possession of a facsimile firearm;
- 16. Violation of city controlled substance code;
- 17. Violation of school ordinance;
- 18. Glue sniffing;
- 19. Possession of narcotic paraphernalia, and
- 20. Loitering in a place of illegal occupation.

**305.6- 8.4 Unlisted Bonds**

Contact the Warrant Office for information regarding unlisted charges.

**305.6 - 9 Court Arraignment Schedule**

- 1. Persons arrested on traffic and ordinance offenses that are subsequently released on bond shall be scheduled as follows for court appearance, except when the court is closed because of a legal holiday:

<b>Day Bonded Out</b>	<b>Day to Appear</b>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Monday

Saturday

Tuesday

Sunday

Tuesday

2. Persons bonded out on new arrest cases and/or warrant cases shall be scheduled for appearance at 8:30 a.m.;
3. In the event the court is closed because of a legal holiday, persons who ordinarily would have been scheduled to appear on that day, will be scheduled by even numbered precincts to appear on the first day that court is in session following the holiday. Odd numbered precincts shall schedule such persons to appear on the second day that court is in session following the legal holiday.
4. All persons arrested who are not released on bond shall be scheduled for appearance at the next session of court, or on the first court day following the day of arrest;
5. All arrest tickets, requests for warrants, and bonds aforementioned shall be forwarded immediately to 36<sup>th</sup> District Court, Traffic and Ordinance Division.

#### **305.6- 9.1 Interim Bond Court Dates**

1. The officer in charge of the desk is responsible for ensuring that the outside authority that issued the warrant is contacted and the following information is obtained: the magistrate's name, amount of bond, place and time of required appearance;
2. A minimum of ten days shall be observed when establishing the day and date of appearance.

#### **305.6 - 10 Disposition of Bond Receipts and Money**

1. The bond receipt, Cash Bond, 36<sup>th</sup> District Court (C of D 278-RE), shall be prepared for persons released on 36<sup>th</sup> District Court, Traffic and Ordinance Division Bonds;
2. In Traffic and Ordinance Division or Criminal Division bond cases, the bond receipt number shall be entered on the arrest ticket in the space labeled "Initial Charge";
3. The officer in charge of the oncoming shift shall audit the bond money and is responsible for the money until relieved from the desk and a new audit is conducted;
4. The white copy of the bond receipt shall be given to the person posting the bond. The pink copy shall be filed at the precinct or section;
5. The Platoon One Clerk shall prepare the Report of Cash Bonds Transmitted to Court (DPD 245). This report shall list all 36<sup>th</sup> District Court, Traffic and Ordinance Division bonds received during the preceding 24-hour period. In addition, an original and three copies of a bank deposit slip for the Traffic and Ordinance Division Comerica Bank account shall be prepared. The amount entered on the deposit slip shall correspond to the total amount of bond monies listed at the bottom of the report of cash bonds;
6. The green copy of the report of cash bonds, copy of the deposit slip and the buff copy of the Cash Bond 36<sup>th</sup> District Court bond receipts shall be forwarded by early morning mail to the 36<sup>th</sup> District Court, Traffic and Ordinance Division, Room 216. Reports for Saturday and Sunday shall be forwarded on Monday;
7. The report of cash bonds and deposit slips shall only list the amount of bond money received for one 24-hour

period;

8. The original and two copies of the deposit slip shall be submitted with the bond monies to a Comerica Bank branch. One bank stamped copy shall be filed at the precinct or section with a white copy of the report of cash bonds for a period of three years. The other bank stamped copy shall be forwarded to the 36<sup>th</sup> District Court, Traffic and Ordinance Division, Room 216, with the following day's report of cash bonds. Negative reports shall be prepared when no 36<sup>th</sup> District Court, Traffic and Ordinance Division bond monies have been received for a 24-hour period;
9. Bond receipts shall only be given to the person whose appearance is required in court. This does not prohibit a third party from giving or loaning funds to the arrested person.

#### **305.6- 10.1 Interim Bond Receipt (DPD 620)**

1. The Interim Bond Receipt, (DPD 620), will be used for releases described above;
2. It shall be prepared in quadruplicate and the original copy shall be given to the detainee. The remaining three copies and the bond money shall be forwarded to the Fiscal Operations Section as soon as possible. Fiscal Operations Section is open from 8:00 a.m. to 4:00 p.m., Monday through Friday;
3. The Fiscal Operations Section will endorse the fourth copy of the receipt upon receiving the bond money. The fourth (blue) copy will be returned to the precinct where it shall be retained for one year. The Fiscal Operations Section shall forward the bond money and the second copy of the receipt to the magistrate who issued the warrant. The Fiscal Operations Section shall retain the third copy as the department's receipt.

#### **305.6 - 11 Bond Refunds**

1. If a 36<sup>th</sup> District Court, Criminal Division defendant is released on cash bond and discharged without prosecution or because the warrant is denied, the officer in charge should update the court jacket with appropriate disposition. The presiding judge will instruct the court clerk to refund the bond.
2. If the detainee is discharged in the courtroom, the detainee will receive the necessary authorization from courtroom personnel;
3. A similar procedure shall be followed as above for 36<sup>th</sup> District Court, Traffic and Ordinance Division cases.



## Detroit Police Web Manual v2

<b>Series</b> 300 Support Services	<b>Effective Date</b> 05/09/05	<b>Review Date</b> 05/09/06	<b>Directive Number</b>  <b>305.7</b>
<b>Chapter</b> 305 - Detention Management and Operations			
<b>Reviewing Office</b> Assistant Chief of Operations Portfolio			<b>New Directive</b>  <b>Replaces</b>
<b>References</b> CALEA 71.1.1; 71.1.2; 71.1.3; 71.1.6; 71.1.7; 71.2.1; 71.3.1; 71.3.3; 71.4.2; 71.5.1; 72.4.10; 72.5.8; 72.5.9			
Chief of Police Ella M. Bully-Cummings.			

**TRANSPORTATION OF DETAINEES****305.7 - 1 PURPOSE**

To establish guidelines and procedures when a member of the Detroit Police Department (DPD) transports a person in the custody of this department.

**305.7 - 2 POLICY**

Transporting detainees is a potentially dangerous function. All members shall take the precautions necessary to protect the lives and safety of officers, the community, and the person in custody. All known health information and/or security risks pertaining to a detainee shall travel with detainees when they are transported to other facilities (e.g., court, jail, hospital).

**305.7 - 3 Definitions****305.7- 3.1 Detainee Custodial Care Transfer Log**

The Detainee Custodial Care Transfer Log is an auditable form that accompanies the detainee during intra-departmental transfers and/or transfers to other entities (e.g., court or other law enforcement agencies). The form contains detainee medical and/or mental health information and/or other known detainee information (e.g., security risks, etc.) and shall be retained pursuant to department policy.

**305.7- 3.2 Writ of Habeas Corpus**

There are many different types of Writs of Habeas Corpus. The most common is a writ for obtaining a judicial determination of the legality of an individual's custody. An attorney or petitioner uses it to bring a person before a court to inquire into the legality of his or her confinement. The Writ of Habeas Corpus discussed in this directive is obtained by this department and is served on a correctional agency that is holding a detainee for the purpose of bringing a specific detainee before a court, in order that he or she may appear as a witness or a defendant in a pending trial.

**305.7 - 4 PROCEDURES****305.7- 4.1 General**

1. In the event a detainee is released from the holding facility, or transported to another location, by anyone other than the arresting officer, the releasing or transporting officer will verify the identification of the detainee prior to transporting or release;

2. The investigator assigned to a case may release a detainee (e.g., complainant refused to prosecute, pending the issuance of a not in custody warrant, discharge no case), however; only the Officer in Charge (OIC) of the precinct desk may release any detainee from a DPD holding facility;
3. In order to release a detainee it is necessary that both the detention officer and the OIC verify the detainee's identity. This is accomplished by comparing the detainee's physical appearance with the Arrest Ticket (e.g. height, weight, etc.) or interviewing the detainee (e.g., asking the detainee his or her address, social security number, etc.) and comparing the answers supplied with the detainee's Arrest Ticket to confirm proper identity. The OIC of the precinct desk shall make a Desk Blotter entry indicating the detainee's name, other identifying information (e.g., date of birth, address) and the circumstances of the release (e.g., bond, pick-up by other jurisdiction, discharge, etc.).

### **305.7 - 5 Search of Detainees and Transport Vehicle**

#### **305.7- 5.1 Detainee Search**

1. Prior to transport, all detainees shall be thoroughly searched for any weapons or contraband;
2. Transporting officers shall search the detainee regardless of any prior searches that may have been conducted by the arresting and/or detention officers.

#### **305.7- 5.2 Vehicle Inspection**

1. At the beginning and end of each tour of duty all members shall inspect their vehicle for readiness as follows:
  - a. The safety screen and/or partition shall be securely in place and undamaged;
  - b. All windows shall be intact, and outer door latches shall be in proper working order;
  - c. The interior shall be thoroughly searched to ensure that no weapons or contraband have been left behind or hidden within the vehicle. Special emphasis shall be placed on inspecting underneath the vehicle's rear seat and the vehicle's floorboard;
  - d. The vehicle inspection shall be documented on the members' Activity Log.
2. Prior to placing a detainee in the vehicle for transport, the transporting officers shall inspect the vehicle for weapons or contraband. The vehicle shall be searched again after the detainee has been delivered to the holding facility or other destination (e.g., hospital, jail, etc.).

### **305.7 - 6 Handcuffing/Use of Restraints**

#### **305.7- 6.1 General**

1. All detainees shall be handcuffed prior to transport, unless otherwise stipulated in this directive;
2. Handcuffs shall be placed on detainees with their hands behind their back. Whenever possible, the palms of the detainee's hands are to be facing out with the handcuff keyholes facing up. Care shall be taken to ensure that the handcuffs are not too tight. The handcuffs shall be double locked whenever possible to ensure security and to prevent self-tightening;
3. Officers may handcuff the detainee with their hands in front when the individual:
  - a. Is in an obvious state of pregnancy;
  - b. Has an apparent physical handicap, or
  - c. Has an injury or a general physical condition that precludes standard handcuffing procedures;
4. Officers may use discretion in handcuffing the elderly and juveniles but shall use handcuffs to control all unruly detainees;
5. Detainees shall not be handcuffed to any part of the vehicle during transport;
6. Officers shall summon Emergency Medical Services (EMS) to transport detainees when the restraints (e.g., handcuffing) employed indicate the need for medical monitoring (e.g., swelling).

#### **305.7- 6.2 Positional Asphyxia**

1. Persons shall not be transported who are restrained in a prone position. Doing so may contribute to positional asphyxia, a form of suffocation for the restrained suspect that may cause death. [Refer to Directive 304.2 (Use

of Force) and Training Directive 04-02 (Positional Asphyxia)];

2. As soon as any detainee, who is lying on his or her stomach, has been handcuffed, officers shall roll the detainee onto his or her side, or place the detainee in a sitting position.

### **305.7 - 7      Transportation Procedures**

#### **305.7- 7.1      General**

1. When an officer makes an arrest or for any other reason has a person in custody that is not confined to a holding cell facility, the officer will ensure that the detainee is in sight continuously and will use the utmost precautions to prevent escape. Once secured, detainees shall not be left unattended;
2. All marked vehicles used to transport detainees will have a safety barrier that prevents physical contact between the detainee and driver. In addition, doors and windows of the detainee compartment, in all such vehicles, will be rendered inoperable from inside the compartment;
3. One transporting officer shall not attempt to transport more than one detainee in a vehicle equipped with a safety barrier, but shall request transport assistance;
4. One officer is prohibited from transporting any detainees by themselves in a vehicle that is not equipped with a safety barrier;
5. All detainees shall be seat-belted absent exigent circumstances (e.g., officer safety, size of detainee, etc.);
6. Female detainees shall usually be separated from male detainees during transport;
7. Felony detainees shall not be transported with misdemeanor detainees;
8. Officers shall use care when assisting a detainee into the vehicle for transport;
9. Detainees shall be transported in a manner that allows for constant visual observation. Seating of officers and detainees shall conform to the following:
  - a. When the vehicle has a security screen and only one transporting officer, the detainee shall be positioned on the passenger side of the rear seat;
  - b. When the detainee is being transported in a two-officer vehicle without a security screen, the detainee shall be placed on the passenger side of the rear seat. The second officer shall sit on the driver's side of the rear seat;
10. Officers shall not engage in law enforcement activities while transporting detainees, unless failure to act would risk death or serious bodily injury to another. In non-lifethreatening, yet serious situations, officers shall call for back up assistance and standby until such assistance has arrived;
11. Any escape shall be immediately reported to the appropriate zone dispatcher with a complete description of the escapee, method and direction of travel, initial crime, and propensity for violence if known;
12. No relatives, attorneys, or other associates of a detainee are authorized to accompany a detainee in the transport vehicle or communicate with a detainee during transport.

#### **305.7- 7.2      Injured/Sick Detainees**

1. If at any time before, during or after an arrest or detainee transfer the detainee becomes injured or sick, the officer shall render aid and seek medical attention immediately (e.g., administer first aid, request EMS, convey to DRH) and promptly notify a supervisor;
2. If the detainee is conveyed directly to the hospital from the scene, a supervisor shall respond to the hospital to sign the Detainee Medical Care Referral Form as authorization for treatment..

**305.7- 7.3 Special Transportation Situations**

1. Special conveyances require particular attention to the safety and dignity of the person(s) being conveyed, the safety of officers, and the community. Officers are encouraged to take additional protective measures whenever circumstances indicate, or when transporting a person(s) who is:
  - a. Exhibiting erratic or irrational behavior;
  - b. Physically aggressive or threatening, or
  - c. Physically challenged;
2. Juveniles shall not be transported with adult detainees absent exigent circumstances;
3. Juvenile "status" offenders (e.g., curfew) shall not be transported with juveniles detained for criminal offenses;
4. Prior to initiating a transport of a female and/or juvenile, the transporting officers shall provide the appropriate zone dispatcher with the following information:
  - a. Arrest/Detention location or location transported from and destination of transport;
  - b. Notification of arrival at destination, and
  - c. Mileage reading before and after the transport;
5. The physical well being of all detainees shall be monitored during transit and:
  - a. The detainee shall be transported to the hospital immediately if in evident distress (e.g., having trouble breathing, chest pains, seizures, or in a state of confusion);
  - b. The transporting officers shall notify the appropriate zone dispatcher, the officer in charge of the precinct desk, and the DRH police detail.
  - c. Members shall remain with the patient (detainee) until relieved by other authorized personnel;
  - d. Potentially violent persons, in custody shall be appropriately restrained at all times unless such restraint would interfere with essential health care;
6. Symptoms, observations, or information received of mental illness (e.g., threats of suicides or irrational behavior) shall be reported to the detention officer and the officer in charge of the desk during detainee intake. The officer in charge of the desk is responsible for documenting this information, including medical information (e.g., medical condition, medications required, conveyances for medical treatment, etc.), on the Detainee Custodial Care Transfer Log prior to any conveyances;
7. Any wheelchairs, crutches, and medication, shall be transported with, but not placed in the possession of the detainee. Casts, braces, or prosthetic devices (e.g., artificial limbs) should be visually examined for hidden weapons. In the event a cast, brace or prosthetic device must be removed for safety or security concerns (e.g., hook or possible weapon) EMS shall be used for the transport;
8. In instances when a person has a disability that prevents transport in a marked patrol vehicle, a supervisor shall be requested for assistance to determine the most appropriate method of transportation. Alternate methods of transportation may include, but are not limited to, the use of an unmarked unit, van or EMS unit to transport.

**305.7 - 8 Detainee Custodial Care Transfer Log****305.7- 8.1 General**

1. The Detainee Custodial Care Transfer Log passes on information of special importance about the detainee when a detainee is transferred from one location within the DPD to another location within the DPD or from this department's jurisdiction to another jurisdiction (e.g., court or another law enforcement agency). It is important that all detainee medical and/or mental health (e.g., medication, known pre-existing injuries) and other relevant information (e.g., known security risks, etc.) travels with the detainee and is passed on to receiving officers, transport officers, court staff, or staff at receiving jurisdictions
2. The detention officer shall complete in duplicate a Detainee Custodial Care Transfer Log (DPD 662). Both the detention officer and the OIC of the desk shall sign the log. The original shall be provided to the entity



accepting the detainee transfer. The copy shall be signed by the officer or person accepting transfer of the detainee, and returned to the OIC of the desk at the holding facility, where it shall be retained as a record of the transfer pursuant to DPD policy;

3. Symptoms, observations or information received of physical or mental illness (such as threats of suicides or irrational behavior) that become known to the transporting officers during transit shall be reported to the receiving officer and the officer in charge at the transit destination. Additionally, this information shall be documented by the transporting officers on the Detainee Custodial Care Transfer Log prior to delivery to the receiving destination.

### **305.7 - 9 Post Arraignment Transportation**

#### **305.7- 9.1 General**

1. Members are reminded that as soon as an individual is arraigned, their care and custody becomes the responsibility of the Wayne County Sheriff's Department. Post arraignment transportation (e.g., preliminary examination, trial, motions) is usually the responsibility of the Wayne County Sheriff's Department. However, in the rare instances that a member of this department is responsible for transporting a prisoner to trial or other court proceeding, the following procedures shall be adhered to:

a. A form will be obtained from the Wayne County Prosecutor's Office that has been completed by the assistant prosecuting attorney assigned to the trial, listing the names of prisoners who cannot be housed or transported to court together;

b. The completed form will be given to the Wayne County Sheriff, the officer in charge of the case from the Detroit Police Department, and the clerk for the courtroom in which the trial will take place

### **305.7 - 10 Writs of Habeas Corpus**

#### **305.7- 10.1 General**

1. A member wishing to obtain a Writ of Habeas Corpus shall report to the Trial Team Department of the Prosecuting Attorney's Office at the 3rd Circuit Court, Criminal Division;
2. The following information is required regarding the court case for which the defendant is presently incarcerated:
  - a. The court file number;
  - b. The date on which the defendant was found guilty or accepted a plea;
  - c. The sentencing judge, date, and term of sentence;
  - d. Date of birth;
  - e. Place of confinement;
  - f. Purpose of writ.

#### **305.7- 10.2 Prisoners in the Custody of the Michigan Department of Corrections (MDOC)**

1. If prisoners in the custody of the MDOC have not-in-custody warrants issued against them for cases investigated by the Detroit Police Department, the Office of the Wayne County Prosecutor will be responsible for having Writs of Habeas Corpus issued for the release of these prisoners for prosecution on these warrants;

2. The officer in charge of the case for the Detroit Police Department, upon learning that a defendant in a case is in the custody of MDOC, must immediately notify the Extradition Unit of the Office of the Wayne County Prosecutor. Immediate notification is required due to the fact that prisoners have a right to a speedy trial under law. The prisoners' incarceration does not affect this right. Upon such notification, the Extradition Unit will then prepare a Writ of Habeas Corpus on which the Office of the Wayne County Sheriff will be listed as the law enforcement agency into whose custody these prisoners will be given by the Department of Corrections. The Extradition Unit will also notify the Wayne County Sheriff of the name of the officer in charge of the case by noting his or her name on the writ itself;
3. The Wayne County Sheriff will then take custody of these prisoners from MDOC, pursuant to these writs, and will house them in the Wayne County Jail during their arraignment on the warrant and their preliminary examination. The Wayne County Sheriff will notify the officer in charge of the case of the date on which the prisoners will arrive at the Wayne County Jail. At the conclusion of the Preliminary Examination, the officer in charge of the case will notify the Wayne County Sheriff who will return the prisoners to the custody of MDOC..

#### **305.7- 10.3 Return of Prisoners to Detroit to Testify for Trial from Institutions in the State of Michigan**

1. In order to present a prisoner(s) to 3rd Circuit Court, Criminal Division from an institution in the state of Michigan to testify or for trial by members of the Detroit Police Department, the Wayne County Prosecutor will be responsible for the issuance of Writs of Habeas Corpus for prisoners, beginning with the Arraignment on the Information;
2. The Wayne County Prosecutor is responsible for arranging with the Wayne County Sheriff for the transportation of these prisoners.

#### **305.7- 10.4 Return of prisoners from County Jails in the State of Michigan**

1. When seeking release of a prisoner(s) from a county jail in the state of Michigan, the Detroit Police Department must deliver the original copy of the Writ of Habeas Corpus to the holding institution;
2. Officers shall transport the prisoner(s) to the Wayne County Jail with one copy of the writ, if extended lodging is necessary, and return the prisoner(s) to the holding institution upon disposition of the case.

#### **305.7- 10.5 Return of prisoners from the Federal Correctional Institution at Milan, Michigan**

1. When seeking the release of a prisoner(s) from the Federal Correctional Institution, Milan, Michigan, to testify as a witness, three certified copies of the Writ of Habeas Corpus shall be secured from the court and delivered to the Office of the Chief Clerk, Major Crimes Division for processing at least two weeks prior to the court date;
2. When seeking the custody of a prisoner(s) serving a federal sentence at Milan for trial in 3rd Circuit Court, the officer in charge of the case shall secure two certified copies of the warrant, which shall be filed as detainers with the prison and the federal regional office through the Office of the Chief Clerk, Major Crimes Division. The return of all such prisoner(s) for trial must be accomplished through the Interstate Agreement on Detainers. The assistant prosecuting attorney in charge of extradition will prepare the necessary forms used under the agreement to request temporary custody;
3. The prisoner(s) shall not be returned to Milan until all court proceedings are concluded;
4. When seeking a prisoner(s) from Milan who is incarcerated there while awaiting federal court proceedings, the original and one copy of the Writ of Habeas Corpus shall be presented to the United States Marshall in Detroit, who will transport the prisoner(s) to and from the institution.

#### **305.7- 10.6 Discharge of Writ of Habeas Corpus**

1. Upon completion of the prisoners' testimony or trial, the officer in charge of the case shall deliver the Writ of Habeas Corpus to the Prosecuting Attorney's Trial Team Department for preparation of the discharge of the

writ;

2. The officer in charge of the case shall sign the original and three copies of the request for discharge of the writ and deliver them to the trial judge for signature. The court seal will then be affixed to the discharge of the writ and the trial judge will retain the original for the court file;
3. The officer in charge of the case shall deliver one copy of the discharged writ to the Wayne County Sheriff's Office if the prisoner(s) was housed in the Wayne County Jail. If the prisoner(s) must be returned to a county jail, other than the Wayne County Jail by members of the Detroit Police Department, one copy of the discharged Writ of Habeas Corpus shall be delivered with the prisoner(s). A copy of the writ and discharge of the writ shall be retained for the court jacket.

### **305.7- 10.7 Return of Prisoners and Witnesses from State and Federal Institutions Located Outside the State of Michigan**

1. Prisoner(s) may be returned from state and federal penal institutions outside the state of Michigan under the Agreement of Detainers Act. The Agreement of Detainers Act encourages the expeditious disposition of untried indictments, warrants, and complaints pending against an inmate incarcerated in a penal or correctional institution. This grants the complaining jurisdiction temporary custody of the prisoner(s);
2. The procedure for returning an inmate to this jurisdiction for trial under the Agreement of Detainers Act is to file a detainer warrant with the prison authority through the Chief Clerk, Major Crimes Division and assistant prosecuting attorney in charge of extradition, who will prepare the necessary forms used under the agreement to request temporary custody. The Prosecutor's Office will then forward the request to the prison authorities;
3. When the prison authority having custody of the prisoner(s) has granted approval for temporary custody, members of this department must proceed to the place of incarceration to take custody of the prisoner(s);
4. The prisoner(s) and a copy of Prosecutor's Office forms authorizing acceptance of temporary custody shall be taken to the Wayne County Jail;
5. When seeking the release of a prisoner(s) from federal institutions outside of Michigan to testify as a witness in criminal proceedings, three certified copies of the Writ of Habeas Corpus shall be secured from the court. These shall be delivered to the Chief Clerk, Major Crimes Division, for further processing. This must be accomplished at least two weeks prior to the court date.

### **305.7- 10.8 Disposition of Prisoners Returned Under the Act on Detainers**

1. The officer in charge of the case shall notify the Chief Clerk, Major Crimes Division, of the final disposition made in the case and the intended date of return of the prisoner(s) to the sending state;
2. The prisoner(s) must be returned to the sending state to complete the sentence. A discharge writ will be issued by 3rd Circuit Court detailing the disposition of the prisoner(s). This discharge writ must accompany the prisoner(s) to the out of state institution..

### **305.7 - 11 Extradition**

#### **305.7- 11.1 Prisoners Held for Detroit by Outside Authorities**

Requests by outside authorities regarding arrests on Detroit traffic warrants or capiases will be referred to the Warrant Clerk's Office of the 36th District Court, Traffic and Ordinance Division. Non-traffic arrests on a Detroit warrant or capias shall be referred to the Communications Operations Section..

**305.7- 11.2 Extradition and Intrastate Pickup of Prisoners**

1. The OIC of the case, shall be responsible for the pickup and transportation of fugitives, and wanted persons held by outside authorities within the Lower Peninsula of Michigan. The Aviation Unit shall be responsible for the pickup and transportation of fugitives or wanted persons held by Michigan authorities in the Upper Peninsula, after being advised by the concerned officer in charge of the case. Concerned sections and units shall adhere to the following procedure:
  - a. Upon notification by another jurisdiction that a prisoner they hold for this department is available, the Communication Operations Section shall contact the officer in charge of the command having jurisdiction in the case;
  - b. The investigator in charge of the case, or officer in charge of the command shall determine if the prisoner is still wanted, and shall provide this information to the jurisdiction holding the prisoner;
  - c. If the prisoner is still wanted, the officer in charge of the case shall be responsible for arranging for pickup and transport of the wanted prisoner;
  - d. If the extradition within Michigan is outside the Lower Peninsula, the officer in charge of the case shall notify the officer in charge of the Aviation Unit. The Aviation Unit will assign a crew to transport the prisoner.

**305.7- 11.3 General Procedures for Extradition and Interstate Pickup of Prisoners**

1. Upon notification by an out of state jurisdiction, that a prisoner they hold for this department is in custody, the Communications Operations Section shall contact the officer in charge of the command having jurisdiction in the case. The investigator in charge of the case, or officer in charge of the command, shall determine if the prisoner(s) is still wanted;
2. The officer in charge of the case shall contact the Extradition Unit and the Chief Clerk of the Major Crimes Division, who is responsible for ensuring a LEIN message verifying the prisoners wanted status is sent to the holding authority. The Chief Clerk of the Major Crimes Division shall then notify the Wayne County Prosecutor's Office for a determination of whether the prisoner sought shall be extradited;
3. If the Wayne County Prosecutor's Office determines extradition is warranted, they shall be responsible for the extradition of the prisoner in accordance with their established policies and procedures.

**305.7- 11.4 Extradition from other Authorities**

When extradition papers are served on a member of the department for the release of a prisoner, the member shall have the papers verified by the prosecuting attorney before releasing the prisoner.

**305.7 - 12 Transportation of Fugitives****305.7- 12.1 Use of Department Vehicles**

When conditions dictate, the officer in charge of the case or the Aviation Unit shall make arrangements to complete the pickup through the use of a department vehicle and gasoline credit card.

**305.7- 12.2 Use of Department Aircraft**

1. After all the details of the trip have been resolved, the transporting member's supervisor shall notify the commanding officer of the Metropolitan Division to obtain final approval;
2. In the event the trip is to be made on a weekend, the Executive Duty Officer shall be notified. The officer in charge of the Aviation Unit shall notify the commanding officer of the Aviation Unit if a weekend flight is scheduled;
3. The transporting members shall ensure that the prisoner does not have any articles, on or about the prisoner's person, that could be used as deadly or dangerous weapons;
4. The prisoner shall be handcuffed, but is not to be restrained to the aircraft;
5. At least one member shall accompany the prisoner at all times;
6. The pilot of the aircraft shall adhere to all applicable F.A.A. rules and regulations and shall be in command during all phases of the flight. The pilot in command shall file a flight plan on each and every occasion;
7. Upon arrival at the detaining jurisdiction the pilot shall notify the Aviation Unit and shall do so again prior to take-off on the return trip.

**305.7- 12.3 Reimbursement for Using Department Aircraft**

When prisoners are returned from another state, reimbursement for using the aircraft, in lieu of using other means of transportation, shall be obtained from Wayne County by obtaining a voucher from the Prosecutor's Office, Room 1128. The fee for use of the aircraft will be on an hourly basis, at the current rate-as determined by the commanding officer of the Aviation Unit. The number of hours to be charged shall be determined from the time of departure to the time of return. Reimbursement to the Detroit Police Department shall be made through the Chief Clerk of the Major Crimes Division

**Related Procedures:**

- Directive 304.2 – Use of Force
- Directive 305.1 - Prisoner Intake and Assessment
- Directive 305.2 - Prisoner Processing
- Directive 305.3 - Prisoner Health Care
- Directive 305.4 - Holding Cell Area
- Directive 305.5 -- Prisoner Property
- Directive 305.6 - Prisoner Bonding
- Training Directive 04-02 – Positional Asphyxia

**Related Forms:**

- Detainee Custodial Care Transfer Log (DPD 662)
- Detainee Treatment/Medication Log
- Detainee Medical Care/Referral Log

REV-02-08



## Detroit Police Web Manual v2

<b>Series</b> 300 Support Services	<b>Effective Date</b> 02/09/05	<b>Review Date</b> Annual	<b>Directive Number</b>  <b>305.8</b>
<b>Chapter</b> 305 - Detention Management and Operations			
<b>Reviewing Office</b> Assistant Chief of Operations Portfolio			<b>X New Directive</b>  <b>Replaces</b>
<b>References</b>			
Chief of Police Ella M. Bully-Cummings.			

## DETAINEE FOOD SERVICE AND HYGIENE ITEMS

### 305.8 - 1      **PURPOSE**

The purpose of this Directive is to provide policy, guidelines and procedures for Detroit Police Department (DPD) employees to ensure that detainees are provided with food that is stored and served in a safe and sanitary manner, as well as ensuring that detainees are provided personal hygiene items as needed.

### 305.8 - 2      **POLICY**

This Directive was developed in consultation with dietician and sanitation specialists from the Nutrition Division and the Food Sanitation Division of the Detroit Department of Health and Wellness Promotion (DDHWP). It is the policy of the DPD:

- That the food served in each holding facility is fresh, nutritional and of sufficient caloric value and that the management of the food service is efficient and in line with established procedures;
- That the food served in each holding facility is stored and served in a sanitary manner and in compliance with state and local health codes.
- That the diet served in DPD holding facilities meets the minimum standards established by the National Research Council. A Registered Dietician (RD) must approve menu planning and implementation to ensure that each scheduled meal meets the U.S. Department of Agriculture (USDA) standards for the Recommended Daily Allowance (RDA) of an adult male.
- That the DPD meal plan, as contained in this Directive, is reviewed and approved in writing by a qualified dietician at least once every year, or prior to any revisions to the program;
- That all detainees are provided with an alternative meal if they are unable to eat the standard meal for religious or dietary reasons;
- That food service is provided to all detainees who are held over six hours.
- That personal hygiene items are made available as needed. Available hygiene items include: soap, toothbrushes, toothpaste, toilet paper, a comb, deodorant, and feminine hygiene products.

**305.8 - 3 DEFINITIONS****305.8.3 .1 Alternative Meal**

Meal provided to a detainee when he or she is unable to eat the standard meal for religious or dietary reasons.

**305.8.3 .2 Antibacterial Towelette**

Disposable hand cleansing wipe issued to all detainees at meal times.

**305.8.3 .3 Cold Food**

Food that could potentially spoil shall be maintained in the Detainee Refrigerator at 41 degrees Fahrenheit or less. The temperature gauge reading shall be recorded daily on every shift by the detention officer and documented on the *Weekly Detainee Refrigerator Cleaning and Inspection Log* (DPD 665).

**305.8.3 .4 Detainee Refrigerator**

Refrigerator kept in each DPD holding facility used to store detainee food **only** and designed to ensure that detainee food is maintained at a safe product temperature. The Detainee Refrigerator shall be cleaned and sanitized on a weekly basis, or more frequently as needed, and documented on the *Weekly Detainee Refrigerator Cleaning and Inspection Log*.

**305.8.3 .5 Date Marking**

Label affixed to a food package that indicates the date that the food was prepared.

**305.8.3 .6 Hygiene Items**

Personal items provided to detainees upon their request, as needed, for appearance, personal hygiene and cleanliness purposes. Items include soap, toothbrush, toilet paper, comb, deodorant and feminine hygiene products.

**305.8.3 .7 Potable Water**

Potable water is drinkable water. All detainees shall have reasonable access to potable water, twenty four (24) hours a day.

**305.8.3 .8 Snack**

A cookie, cracker or peanut butter and jelly sandwich provided to a detainee as an option for diabetic individuals or if a detainee requests a late night snack. Snacks shall be provided to those detainees who are prescribed medication requiring food.

**305.8.3 .9 Used By Date**

Date by which food item must be served. No food will be served beyond the recommended "used by date."

**305.8 - 4 Responsibilities****305.8.4 .1 Detention Officers**

1. All food service areas shall be inspected visually on a daily basis by detention officers and appropriate corrective measures shall be taken immediately when minor discrepancies are found (e.g., cleanliness);
2. Detention officers shall maintain a high degree of personal cleanliness and shall conform to good hygienic practices. In addition, when involved in any aspect of food service, detention officers shall maintain clean outer garments;
3. Prior to handling any food items, members shall sanitize their hands with antibacterial soap and water or with a waterless hand sanitizer or with a Vionex Antiseptic Towelette. Hands shall be thoroughly washed before starting work and as often as necessary thereafter to remove dirt and contamination;
4. Prior to the distribution of detainee meals, members shall put on a pair of Poly Food Handling Gloves. Members shall not touch a possibly contaminated surface (e.g., door, telephone, etc.), prior to distribution of detainee meals. If the member does touch a surface prior to the distribution of a detainee meal, to avoid the possibility of cross-contamination the detention officer shall remove his or her handling gloves, place them in a trash receptacle and the detention officer shall then put on a new pair of gloves;

5. An antiseptic towelette shall be issued to every detainee at meal time and the detainee shall be allowed the opportunity to sanitize their hands prior to eating their meal;
6. Detention officers shall monitor and maintain a sufficient inventory of Detainee Meals, Hygiene Items, cleaning supplies and food handling gloves;
7. Detention officers shall submit meal orders via fax to the vendor by 12:00 noon on Platoon Two for the next day delivery;
8. Upon receipt of the Food Service order, detention officers shall immediately place Cold Food items in the Detainee Refrigerator;
9. Detention officers shall provide appropriate Food Service to all Detainees who are in DPD custody over six hours; to all Detainees who are arrested after 9:59 p.m. and before 12:01 a.m.; to all Detainees who are returning from a treating hospital and; to all Detainees who are prescribed medication requiring food;
10. Detention officers shall provide hygiene items upon request and shall document Detainee Food Service and distribution of hygiene items on the *Daily Detainee Meal and Hygiene Items Log (DPD663)*;
11. Detention officers shall clean and disinfect the food preparation area and document same on the *Holding Cell Cleaning Log (DPD701)*;
12. Detention officers shall monitor the temperature of the Detainee Refrigerator on a daily basis and document same on the *Weekly Detainee Refrigerator Cleaning and Inspection Log (DPD665)*;
13. Detention officers shall clean and sanitize the Detainee Refrigerator on a weekly basis (or more frequently as needed) and document same on the *Weekly Detainee Refrigerator Cleaning and Inspection Log (DPD665)*.

#### **305.8.4 .2 Supervisor Responsibilities**

The following are the responsibilities of the cellblock supervisor unless otherwise indicated:

1. Ensure that Food Service is provided in a timely, safe and sanitary manner;
2. Ensure that Hygiene Items are provided upon request;
3. Arrange for alternate delivery of food and hygiene items in case of a disruption of service;
4. Ensure that sufficient meals are ordered on a timely basis;
5. The **Platoon One** desk supervisor shall, upon delivery by the vendor, sign the delivery slips and ensure that Cold Food Items are immediately placed in the Detainee Refrigerator. *The sandwiches and milk must be kept a refrigerated temperature of 41 degrees Fahrenheit or less. Juice cartons may be stored in the freezer section (optional) and removed for thawing prior to serving meals.* The OIC of the desk will ensure that the order is correct. The OIC of the Desk shall forward the invoice to the Commanding Officer for retention and proper action;
6. Ensure the immediate disposal of all compromised food items;
7. Review the *Daily Detainee Meal and Hygiene Items Log (DPD663)* and the *Weekly Detainee Refrigerator and Cleaning Log (DPD665)* for completeness and accuracy and affix his/her signature documenting same.

#### **305.8.4 .3 Commanding Officer Responsibilities**

1. Ensure that provisions of this Directive are strictly adhered to by members of his or her command;
2. Retain meal invoices. By the first week of every month, the collected invoices shall be forwarded directly to the Financial Operations Section for payment;
3. Ensure that all logs are properly completed without any blank spaces and with all required signatures affixed.

### 305.8 - 5 Detainee Meals



**305.8.5 .1 General**

1. The Detroit Department of Health and Wellness Promotion (DDHWP) have approved the DPD's food service policy. A qualified dietician at DDHWP shall approve the detainee meal program annually in writing or prior to any revisions in the program;
2. The DPD shall contract with an authorized food vendor. The only food provided to detainees will be food provided by DPD authorized vendors. No outside food or beverages shall be allowed;
3. A Registered Dietician (RD) shall approve menu planning and implementation pursuant to standards established by the U.S. Department of Agriculture (USDA) for the Recommended Daily Allowance (RDA).

**305.8.5 .2 Food Service/Storage**

1. The DDHWP Food Sanitation Division will conduct a routine sanitation inspection of each district's holding facility food and operational practices, annually;
2. All detainee food shall be stored and handled in a sanitary manner and in compliance with state and local health codes. The Detroit Health Department's Food Sanitation Division shall conduct a routine sanitation inspection of each precinct holding facility's food storage and operational practices annually. A copy of the inspection reports will be furnished to the DPD;
3. The DPD does not have kitchen facilities for detainees; therefore, culinary equipment is prohibited in the holding facility;
4. Food items that may be subjected to spoilage, if not refrigerated, shall be properly stored at 41 degrees Fahrenheit;
5. In the event that the holding facility refrigerator system is incapacitated and is unable to maintain the required temperature, the cellblock supervisor shall be notified and implement one of the following alternatives:
  - a. Dispose of the food (throw away) and move the detainees to another facility;
  - b. Dispose of the food (throw away), and notify the Deputy Chief, Fiscal Management Services Bureau (through channels), who will ensure that the refrigerator is either repaired or replaced by placing an emergency order with the vendor;

**305.8.5 .3 Meal Schedule**

1. If a detainee has been in custody at least six hours they shall be provided with food. Thereafter, the cellblock supervisor shall ensure that detainees are, provided with food once each shift;
2. Detainee meals shall be served at the times specifically designated in the meal schedule below, unless extreme circumstances exist whereby detention personnel are precluded (by the exigencies of an emergency situation or condition) from adhering to the meal schedule. Any extreme and/or exigent circumstances that would necessitate members deviating from the below schedule shall be documented by the OIC of the holding cell area in the "Supervisor's Comments" box on the Daily Detainee Meal and Hygiene Items Log (DPD 663). The specified detainee feeding times are as follows:

Platoon	Times Meals Served
Platoon One	6:00 a.m.
Platoon Two	12:00 p.m.
Platoon Three	6:00 p.m.
Platoon Three	10:00 p.m. (Snack)

**All detainees arrested after 9:59 p.m. and before 12:01 a.m. shall be provided food service. All detainees returning from a treating hospital shall be provided food service. All detainees who are prescribed medication requiring food shall be provided with a snack.**

3. The detention officer will distribute a meat/cheese sandwich to each detainee and a 4-ounce juice carton at each meal and shall visually inspect all food packages prior to serving detainees. Food packages shall be in good condition and protect the integrity of the contents so that the food is not exposed to adulteration or potential contamination;

4. In the event any food packages are damaged (e.g., tore, open, etc.) or the food appears to be spoiled, such food shall not be served to a detainee and the detention officer shall dispose of the damaged/spoiled container in a trash receptacle;
5. All detainees arrested between the hours of 10:00 p.m. and 12:00 a.m. (midnight) shall be provided a meal (not a snack) upon their admittance to the holding cell facility;
6. After each meal detention officers shall make sure that all containers (including condiments) are collected and disposed of in a trash receptacle. Detainees shall not be allowed to retain any containers.

#### **305.8.5 .4 Therapeutic and/or Special Diets**

1. In the event (for religious or dietary reasons) a detainee is unable to eat the standard meal, a graham cracker packet or peanut butter and jelly sandwich can be served, if requested;
2. In the event that a detainee needs a special diet for medical reasons, the detainee shall be conveyed to DRH. If a qualified medical health professional writes a detainee a prescription for a special diet, the prescription shall be honored through this department's contractual food vendor.

#### **305.8.5 .5 Records**

1. A separate Detainee Food/Hygiene Log (DPD 663) shall be completed for each platoon indicating the date, the platoon number, and the number of detainee meals served and the number of detainee hygiene kits dispensed;
2. The commanding officer shall ensure that a supervisory officer conducts an audit of the Detainee Food/Hygiene Logbook at the end of each month;
3. If any discrepancies are discovered during the monthly audit, a written report shall be submitted to the commanding officer indicating the discrepancies and the remedial actions taken;
4. Each command, that maintains a Detainee Food/Hygiene Logbook, shall retain all Detainee Food/Hygiene Logs (DPD 663) by month for a period of two (2) years.

### **305.8 - 6 Food Vendor**

#### **305.8.6 .1 General**

1. The DPD will contract with an authorized food vendor. The food vendor contracted with is required to possess an active State of Michigan Food Service Establishment License;
2. The vendor may self prepare sandwiches or purchase ready-to-use components subject to the approval of the DPD. All Detainee meals provided by the Vendor must meet USDA requirements and consist of  $\frac{1}{4}$  of the RDA of an adult male;
3. Questions or concerns regarding vendor services and/or the Detainee Meal Program shall be directed to Resource Management, Fiscal Management Bureau.

#### **305.8.6 .2 Order and Delivery**

1. Each command shall order their meals from the vendor via Fax prior to 12:00 noon on Platoon Two. This order shall constitute the entire requirements for all three shifts for the following day. This number may be adjusted on a daily basis according to the command's existing supply on hand of food with an unexpired "used by date." Special attention should be given to provide adequate milk, snacks and special dietary meals. When additional cases of

condiments (mayonnaise or mustard) are needed a order request shall be faxed to the vendor;

2. In the event a command's current supply of food is depleted before the next morning delivery, food can be shared between districts. Conversely, should an accumulation of excess food occur, the daily order should be decreased to reflect the current need provided that the current supply is not expired or scheduled to expire before its anticipated use.

## 305.8 - 7 Meal Plan

### 305.8.7.1 General

1. All Detainee Meals (portions) must of  $\frac{1}{4}$  of the RDA for an adult male, which are as follows:
  - a. **Two Ounces**, edible portion as served, of lean meat, poultry or fish; 2 ounces of process cheese or four tablespoons of peanut butter; or an equivalent quantity of any combination of the listed foods.
  - b. **Luncheon Meats** – US Government Inspected. State of Michigan Grade 1. Must consist of skeletal meats. Shall not contain nonfat dry milk.
  - c. **Bologna** – in addition to specifications for luncheon meats, must not contain off colors.
  - d. **Salami** – in addition to specifications for luncheon meats, must not contain peppercorns. Must consist of 85% lean meat.
  - e. **Turkey Breast** – shall contain no by-products or extenders; shall be no more than 12% fat.
  - f. **Other meats or Alternatives** – Shall be of the above or of comparable quality and provide the same nutrient content.
  - g. **Cheese** – 2 ounces American processed, shall comply with Federal Specifications C-C291C. Type 1, Class 1, Style C, except off of the natural cheese used in the blend shall have a flavor equivalent to US Grade A Cheddar.
  - h. **Peanut Butter & Jelly Sandwich** – Grade A Peanut Butter to meet requirement for 2 oz. protein = 2 tablespoons. Peanut butter Sandwich to be made with 2 breads, 2 oz. peanut butter and / or grape jelly. Product to be sealed and expiration date coded.
  - i. **2 whole slices of bread** made with enriched flour shall be used for sandwiches (25 grams/slice), whole grain or enriched bread.
  - j. **Crackers** – individual cellophane packages of 4-8 crackers.
  - k. **Cold Sandwich** (meat, bread and cheese) wrapped and packaged for refrigerator storage. Product to be sealed and expiration date coded.
  - l. **Provide a selection of cold sandwiches for vegetarians** (i.e. bread with cheese or peanut butter or suitable non-meat selection). Non-meat sandwiches shall be labeled as such. Product to be sealed and expiration date coded.
  - m. **4 ounce carton of 100% juice** (packaged in a leak proof, gable type excello carton) for refrigerator or shelf storage.

**Cookie** 1 each, 2  $\frac{3}{4}$  - 3 inches in diameter 35 grams / serving and containing whole grain or enriched flour (Optional)

- n. **8 ounce carton of Skim Milk** – Grade fluid milk, Vitamin A & D fortified in leak proof, gable-type excello carton.
  - o. **1 fresh fruit** – U.S. #1, washed: apples (Delicious) 125-138 count, oranges (California) 138 count, bananas 150 count.
  - p. The 2 ounces of American Processed Cheese may be substituted for the 8 ounces of skim milk as described above.
  - q. The 4 ounces of 100% fruit juice may be substituted for the fresh fruit;
  - r. The four (4) food groups that are in accordance with the RDA requirements are: meat and/or meat alternatives; milk or cheese; fruit or juice and; bread.
2. The selected vendor will deliver packaged cold sandwiches consisting of meat, cheese and bread or peanut butter and jelly and bread. To fulfill the fruit or juice requirement, a fruit juice will be provided;
  3. Fresh fruit (apple, banana or orange) is available from the vendor. However, for ease of storage and issues of monitoring freshness, the fruit juice alternative is strongly recommended;
  4. The dairy requirement can be accommodated by cheese or milk. For instance, should a detainee be provided with a meat alternative (peanut butter and jelly sandwich) an 8 oz. carton of Grade A Skim Milk shall also be provided to the detainee. This food combination will provide sufficient nutrition for the maintenance of normal health and meet an individual's daily metabolic needs;
  5. The meat meal will consist of: 1 Meat/Cheese Sandwich on 2 slices of whole grain or enriched bread; 1 4oz carton of 100% juice; 1 packet of mustard or mayonnaise and; 1 Cookie (optional);
  6. The meat alternative vegetarian meal consists of: 1 Peanut Butter & Jelly Sandwich on 2 slices of whole grain or enriched bread; 1 8 oz carton of Grade A Skim Milk; 1 4 oz carton of 100% juice and; 1 Cookie (optional);
  7. Adequate water for hydration shall be provided upon request 24 hrs a day, 7 days a week, during and between meals;
  8. A Cookie or a Peanut Butter and Jelly Sandwich can be provided as a snack for diabetic detainees or as a late night snack for other detainees where appropriate. Additional food shall be ordered for diabetic detainees who require supplemental feeding to prevent a hypoglycemic (low blood glucose) reaction;
  9. A two day menu cycle shall be adhered to without deviation unless prior written approval is obtained from the DPD Financial Management Program Administrator. The Vendor will not be reimbursed for unapproved menu deviation.
  10. Individual packets of mustard (1/4 ounce) or mayonnaise (7/16 ounce) shall be included with each meal.

### **305.8.7 .2 Special Dietary Needs**

1. Alternative meals shall be provided if the detainee is unable to eat the standard meal for religious or dietary reasons;
2. Detainees with serious medical conditions which cannot be accommodated by the standard or alternative meals available or needs a special diet for medical reasons, the detainee shall be conveyed to DRH. If a qualified medical health professional writes a detainee a prescription for a special diet, the prescription shall be honored through this department's contractual food vendor;
3. The cellblock supervisor shall make every effort to verify the need for a dietary evaluation. Whenever possible, based upon the seriousness of the charges against the detainee, the OIC shall consider, where appropriate, releasing the subject to appear at a later date.

### 305.8 - 8 Refrigeration

1. Only detainee food (sandwiches, juice and milk) shall be stored in the detainee refrigerator;
2. The detainee refrigerator shall be cleaned on a weekly basis (or more frequently as needed) utilizing a 25ppm (parts per million) to 100ppm chlorine bleach to water dilution or four tablespoons (1 bottle cap) of bleach to one gallon of water. Cleaning of the detainee refrigerator will be documented on *the Weekly Detainee Refrigerator Cleaning and Inspection Log* (DPD 665) and shall be maintained in the food processing area, posted on or near the detainee refrigerator. The cellblock supervisor is responsible to monitor this process to ensure that the detainee refrigerator is sufficiently cleaned and sanitized for food storage. The supervisor shall affix their signature to the *Weekly Detainee Refrigerator Cleaning and Inspection Log* (DPD 665) documenting the supervisor's sign off of the refrigerator cleanliness;
3. Each district has been provided with a Refrigerator Temperature Gauge to hang in the warmest part of the interior food storage compartment of the refrigerator. The refrigerator's temperature shall be checked by the detention officer on a daily basis on each shift and documented on the *Weekly Detainee Refrigerator Cleaning and Inspection Log* (DPD665);
4. In the event of a power failure and the internal temperature of the refrigerated food has not been maintained at the mandated temperatures then the food shall not be served and the holding cell supervisor should be immediately notified. The holding cell supervisor shall ensure immediate disposal of all food items.

### 305.8 - 9 Sanitation

1. The *Detainee Food Service and Hygiene Items Policy (this Directive)* is based upon sound food sanitation practices that when adhered to will be adequate to prevent the spread of food borne illnesses in DPD holding cell facilities;
2. All detainee food shall be stored, handled and served in a sanitary manner and in compliance with state and local health codes. This Directive shall be approved in writing annually by a licensed sanitarian, in addition to a Registered Dietician (RD);
3. Individual detention officers shall maintain a high level of personal cleanliness and shall conform to good hygienic practices while participating in the detainee food service. In addition, when involved in any aspect of food service, detention officers shall maintain clean outer garments;
4. A Hand Washing sink and/or anti-bacterial towelettes shall be accessible to detention officers involved in food service at all times. Each Hand Washing sink (or group of two adjacent sinks) shall be provided with a supply of hand cleaning liquid, powder or bar soap. In addition, each sink (or adjacent sinks) shall be provided with individual disposal towels, a continuous towel system (supplies use with clean towel) or a heated air hand drying device;
5. Food service equipment and food transport containers shall be clean to the sight and touch. All equipment and transport containers shall be kept free of the accumulation of soil, dust, food residue and other debris. Food service equipment, including the detainee refrigerator and utensils shall be cleaned utilizing a warm water solution consisting of a 25ppm (parts per million) to 100ppm chlorine bleach to water dilution or four tablespoons (1 bottle cap) of bleach to one gallon of water;
6. Prior to handling any food items, members shall sanitize their hands with antibacterial soap and water, with a waterless hand sanitizer or with a *Vionex Antiseptic Towelette*. Prior to the distribution of detainee meals, the detention officer shall don a pair of *Poly Food Handling Gloves*. Detention officer's gloved hands should not be cross-contaminated by touching a contaminated surface. Therefore, should the member touch a

- contaminated surface, such as a door, prior to distribution of detainee meals, the contaminated pair of food handling gloves should be removed, discarded and replaced;
7. Antiseptic towelettes shall be dispensed to each detainee, prior to the feeding, to afford the detainees the opportunity to sanitize their hands prior to eating their meal;
  8. *Chlorine Test-Strips* and *Poly Food Handling Gloves* are available at the Stationary Stock Room. Upon receipt, the test strips and gloves shall be placed in the detainee food service area;
  9. The DDHWP's Sanitation Division shall conduct a routine sanitation inspection, on an annual basis, of each holding facility's food storage and operational practices.

305.8 - 10 Hygiene Kits

1. Signs announcing the availability of soap, toothbrushes, toothpaste, toilet paper, combs, deodorant, and feminine hygiene products shall be prominently posted in the holding cell area;
2. Upon request, Detainee Hygiene Kits shall be distributed to each detainee. The prepackaged kits contain soap, toothbrush, toothpaste and deodorant. Feminine hygiene items, combs and toilet paper are not included in the prepackaged kits but are available upon request as individual items;
3. Should personal hygiene items not be provided upon a detainee's request, such denial of service shall be documented on the *Daily Detainee Meal and Hygiene Items Log* (DPD663). The reason for the denial (e.g., potential danger posed, exhausted supply, etc.) shall be indicated in the appropriate platoon column;
4. Initially, each command will be issued two cases of Detainee Hygiene Kits. One case will be retained within the detention area. This case shall be date marked indicating the month, day and year that it was placed in the holding cell area. The other case shall be held in reserve in a secure location designated by the Commanding Officer;
5. When the date marked case has been depleted, it will be replaced with the case held in reserve. This case in turn will be date marked. The Stationary Stock Room will be notified as to the original date mark. This will allow an estimate of the time before restocking is required. Another order request will be submitted at that time.

305.8 - 11 Suggested Meal Plan

TIME	STANDARD MEAL	ALTERNATIVE MEAL Low Sodium/Low fat	ALTERNATIVE MEAL Diabetic
6:00AM	2 slices Wheat Bread	2 slices Wheat Bread	2 slices Wheat Bread
	2 oz. Meat	2 oz. low sodium Meat	2 oz. Meat
	4 oz 100% Fruit Juice or 1 Fresh Fruit	4 oz. 100% Fruit Juice or 1 Fresh Fruit	4 oz. 100% Fruit Juice or 1 Fresh Fruit
	8 oz Skim Milk		8 oz. Skim Milk
12:00PM	2 slices Wheat Bread	2 slices Wheat Bread	2 slices Wheat Bread

	2 oz. Meat 4 oz 100% Fruit Juice or 1 Fresh Fruit 8 oz Skim Milk Cookie (optional)	2 oz. low sodium Meat 4 oz. 100% Fruit Juice or 1 Fresh Fruit 8 oz. Skim Milk	2 oz. Meat 4 oz. 100% Fruit Juice or 1 Fresh Fruit 8 oz. Skim Milk
<b>6:00PM</b>	2 slices Wheat Bread 2 oz. Meat 4 oz 100% Fruit Juice or 1 Fresh Fruit 8 oz Skim Milk Cookie (optional)	2 slices Wheat Bread 2 oz. low sodium Meat 4 oz. 100% Fruit Juice or 1 Fresh Fruit 8 oz. Skim Milk	2 slices Wheat Bread 2 oz. Meat 4 oz. 100% Fruit Juice or 1 Fresh Fruit 8 oz. Skim Milk
<b>10:00PM</b>	2 slices Wheat Bread 2 oz. Meat 4 oz 100% Fruit Juice or 1 Fresh Fruit 8 oz Skim Milk Cookie (optional)	2 slices Wheat Bread 2 oz. low sodium Meat 4 oz. 100% Fruit Juice or 1 Fresh Fruit 8 oz. Skim Milk	2 slices Wheat Bread 2 oz. Meat 4 oz. 100% Fruit Juice or 1 Fresh Fruit 8 oz. Skim Milk
* All Detainees arrested after 9:59pm and before 12:01am shall be provided with Food Service.			
* All Detainees returning from a treating hospital shall be provided with Food Service			
* All Detainees who are prescribed medication requiring food shall be provided with a snack.			

**Two Day Menu Cycle**

**Day One**

1. 2 slices of bread
2. 2 ounces of sliced meat
3. 2 ounces of sliced cheese or 8 ounces (1 carton) of Skim Milk
4. 4 ounces (1 carton) fruit juice

**Day Two**

1. 2 slices of bread
2. 2 ounces of sliced meat (second meat selection)

3. 2 ounces of sliced cheese or 8 ounces Skim Milk (1 carton)
4. 4 ounces (1 carton) fruit juice

### 305.8 - 12 Disruption of Service

In the instance of a major disruption of food service caused by an emergency situation, the DPD shall make every effort to provide appropriate meals for the duration of the emergency. **No food shall be served if the "used by date" has expired.**

#### **OPTIONS for Delivery of Meal Service:**

1. If the emergency is localized to a single or small number of commands, detainee meals can be shared between districts. Contact should be initiated early enough to ensure timely receipt of meals and adherence to the meal time schedule;
2. Whenever possible, commands shall also make contact with the Vendor and arrange for "Just in Time" delivery, thus precluding the need for local refrigeration;
3. Commands shall contact the Financial Management Bureau and arrange the receipt of monies from petty cash. Appropriate meals shall then be purchased from local available restaurants;
4. Meals can be purchased from the command's petty cash fund. Receipts shall be retained and submitted to the Financial Management Bureau for reimbursement.

#### **OPTIONS for Delivery of Hygiene Items:**

1. If the case of an emergency, commands shall contact the Stationary Stockroom to gauge the possibility of an emergency order. Commands should be prepared to document the reason why their supply (and reserve supply) of hygiene items is not sufficient to meet their needs;
2. If the emergency is localized to a single or small number of commands, hygiene items can be shared between districts. Contact should be initiated early enough to ensure that a sufficient supply of hygiene items is on hand;
3. Commands shall contact the Financial Management Bureau and arrange the receipt of monies from petty cash. Appropriate hygiene items shall then be purchased from local retail outlets (Drug stores, convenience stores etc.);
4. Hygiene Items can be purchased from the command's petty cash fund. Receipts shall be retained and submitted to the Financial Management Bureau for reimbursement.

#### Related Policies:

- Directive 305.1 – Detainee Intake/Assessment
- Directive 305.2 – Detainee Registration
- Directive 305.3 – Detainee Property
- Directive 305.4 – Holding Cell Areas
- Directive 305.5 – Detainee Health Care
- Directive 305.6 – Detainee Bonding



- Directive 305.7 – Detainee Transportation
- Directive 403.2 – Infectious Disease Control

Related Forms:

- Daily Detainee Meal and Hygiene Log Items Log (DPD 663)
- Weekly Detainee Refrigerator Cleaning and Inspection Log (DPD 665)
- Holding Cell Cleaning Log (DPD 701)



## Detroit Police Web Manual v2

<b>Series</b> 400 Personnel	<b>Effective Date</b> 11/01/04	<b>Review Date</b> 10/31/06	<b>Directive Number</b>  401.1
<b>Chapter</b> 401 - Career Development			
<b>Reviewing Office</b> Commanding Officer Personnel and Recruiting Section			<b>New Directive</b>  <b>Updated</b>
<b>References</b> CALEA 35.1.1; 35.1.2; 35.1.5; 35.1.6; 35.1.7; 35.1.8; 35.1.9; 35.1.10; 35.1.11; 35.1.12; 35.1.13			
Chief of Police Ella M. Bully-Cummings			

## PERFORMANCE EVALUATION RATINGS

### 401.1 - 1      **PURPOSE**

To outline guidelines and procedures for performance evaluations for sworn and non-sworn members of the Detroit Police Department (DPD).

### 401.1 - 2      **POLICY**

The performance evaluation system is designed to provide a comprehensive method by which all employees of the DPD may be evaluated on their individual performance, as it relates to their positions and assignments, and applies only to the performance during the given rating period. An effective evaluation system serves both management and the individual member. It allows for fair and impartial personnel decisions, assists members in maintaining and improving performance, identifies "at risk behavior", assures adherence to the law and observance of the constitutional rights of the citizenry and provides an established opportunity for personnel counseling and provides a means of recognizing individual performance and identifying training needs. The performance evaluation is not a substitute for the daily interaction between employees and supervisors, rather, it is an additional opportunity for supervisors to train, instruct and monitor subordinates under their control. A supervisor should commend excellent performance and correct unacceptable performance, at the time it occurs.

### 401.1 - 3      **Procedure**

#### 401.1- 3.1      **Rating periods**

1. Performance Evaluation Ratings shall be completed yearly for all members holding the rank of inspector and commander. The rating periods shall be from July 1st, through June 30<sup>th</sup>.
2. Performance Evaluation Ratings shall be completed twice a year on all members from the rank of police officer through the rank of lieutenant. The rating periods shall be from May 1st through October 31st and November 1st through April 30<sup>th</sup>
  - a. The May through October ratings shall be completed during the month of November and forwarded by December 10th to be reviewed per the distribution outline. Final distributions will be completed by December 20<sup>th</sup>;
  - b. The November through April ratings shall be completed during the month of May and forwarded by June 10th to be reviewed per the distribution outline. Final distributions will be completed by June 20<sup>th</sup>;
  - c. Members of the rank of police officer shall have been confirmed on or before July 31st for the former period or January 31st for the latter period to be eligible to receive a performance evaluation rating for

the period.

3. Non-sworn members are to be rated annually. The member's anniversary date of hire or transfer, or, if promoted, the member's anniversary date of promotion is when the evaluation is to be completed.
4. Police reserve officers are to be rated annually.

#### 401.1- 3.2 Rating Forms

1. Police officers shall be rated on Performance Evaluation Rating - Police Officer, D.P.D 198-A. Performance evaluation forms shall be completed in triplicate. Each rater shall not make out separate evaluation forms. Instead, the completion of the form will represent the combined thinking of all raters. All raters shall sign all copies of the Performance Evaluation Rating. The Performance Evaluation Report shall be reviewed and signed by the rater's supervisor;
2. All members holding the rank of investigator, sergeant and lieutenant shall be rated on Performance Evaluation Rating - Ranks of Lieutenant, Sergeant, and Investigator - D.P.D. 198. Performance evaluation forms shall be completed in triplicate. Each rater shall not make out separate evaluation forms. Instead, the completion of the form will represent the combined thinking of all raters. All raters shall sign all copies of the Performance Evaluation Rating;
3. Inspectors and commanders shall be rated on the Performance Appraisal form. The forms are available on the DPD-Net webpage under forms;
4. Civilian employees shall be rated on the Service Improvement Process form. The Service Improvement Process form is a 3-part form: a) expectations, b) development/training activities, and c) signature page. To access this form, go to the DRMS web page, or type <http://cityweb/humanresources>, select DOCUMENTS\FORMS\Service Improvement Process [FORM9007].

#### 401.1- 3.3 Scoring - Police Officer, Investigator, Sergeant and Lieutenant

The scoring for each category for the purpose of rating members holding the rank of police officer, investigator, sergeant and lieutenant on the appropriate Performance Evaluation Rating form will be based on a nine point system as follows:

1.0 and 1.5 will be defined as **Inadequate** - Seldom if ever displays this characteristic;

2.0 will be defined as **Weak** - Occasionally displays this characteristic;

2.5, 3.0 and 3.5 will be defined as **Average** - Usually displays this characteristic;

4.0 will be defined as **Good** - Displays this characteristic more than the average;

4.5 and 5.0 will be defined as **Outstanding** - Always displays this characteristic.

**All scores below 2.0 and above 4.0 shall be supported with in depth documentation.**

#### 401.1- 3.4 Rating Traits

The following issues shall be considered when providing a rating for all Department employees:

**Civil Rights Integrity:**

Raters shall consider whether the member (sworn and non-sworn) enforces the laws with impartiality and respects the rights of individual/community members to be free from discrimination; harassment; unlawful detention and arrest; unreasonable searches and seizures; and excessive force. Consideration shall be given to whether the member respects the rights of due process; equal protection of laws and other civil liberties, including fundamental constitutional guarantees such as the privilege against self-incrimination, the right to counsel, rights of privacy, and the freedoms of expression, association and religion for all individuals.

- This category is specifically designated on the DPD Form 198-A for the purpose rating of police officers.
- For the purpose of rating lieutenants, sergeants and investigators in this category, Part II, A.1, on DPD Form DPD198 is to be utilized.
- For the purpose of rating inspectors and commanders, the Job Knowledge category contained in the Employee Work Performance Dimensions section of the performance appraisal form is to be utilized.
- For the purpose of rating non-sworn members, supervisory personnel are to include this category in the Baseline Expectation section of the Service Improvement Process Form.

#### **Effective Supervisory Oversight:**

Raters of supervisory personnel shall determine whether the supervisor effectively manages subordinates by reviewing circumstances of arrests, reviewing arrest warrants and affidavits, incidents of use of force, care and processing of detainees, and the performance of subordinates bearing on honesty and integrity for the purpose of identifying potentially at-risk behaviors. Consideration shall be given as to whether the supervisor provides appropriate training, direction and guidance to subordinates who display potentially at-risk behaviors. In addition, consideration shall be given as to whether the supervisor adequately participates in the counseling and evaluation of subordinates as well as whether the supervisor applies the standards contained in the performance evaluation guidelines fairly and uniformly.

- For the purpose of rating lieutenants, sergeants and investigators in this category, Part II, E.2, on DPD Form DPD198 is to be utilized.
- For the purpose of rating inspectors and commanders, the Managing People category contained in the Employee Work Performance Dimensions section of the performance appraisal form is to be utilized.
- For the purpose of rating non-sworn members, supervisory personnel are to include this category in the Baseline Expectation section of the Service Improvement Process Form.

#### **401.1- 3.5 Rater Training**

The Detroit Metropolitan Police Academy will provide basic training and periodic training updates to supervisors in the administration of performance evaluations for sworn members. The Organization/Employee Development Services (Human Resources) will provide basic training and periodic training updates to supervisors in the administration of performance evaluations for non-sworn members.

#### **401.1- 3.6 Raters for Inspectors and Commanders**

Inspectors and commanders shall be evaluated by executive members of a higher rank. The rater shall be an executive to whom the inspector or commander reports.

#### **401.1- 3.7 Raters for Investigators, Sergeants and Lieutenants**

1. Members shall be rated by at least two ranking members to ensure the integrity of the rating. The normal chain of command shall be utilized in determining the raters of investigators, sergeants and lieutenants. As a general rule, the member's immediate supervisor and the next highest-ranking officer shall participate in the

rating;

2. In no instance will members of equal rank rate each other except when a lieutenant is acting as a commanding officer of a section, with personnel of equal rank assigned;
3. To qualify as a rater, a ranking member should have supervised a member for three months or more during this performance evaluation period. In the event two commands are equally qualified to rate a member, the member's present command shall complete the Performance Evaluation Rating;
4. A member promoted during this performance evaluation period will be evaluated for the rank held the longest duration during this period. The rank for which the member is being rated shall be designated on the Performance Evaluation Rating even though this rank may be different from the member's current rank;
5. Each commanding officer will initiate a survey of members promoted, transferred, or assigned out during this performance evaluation period to determine those members who shall be included in the command's rating;
6. The member's present commanding officer, in consultation with the previous commanding officer, shall decide who shall rate those individual cases where unusual situations or extenuating circumstances may arise that are not covered by established guidelines. In the event that a conflict of opinion exists, the issue shall be decided by the commanding officer of the Personnel and Recruiting Section.

#### **401.1- 3.8 Raters for Police Officers**

1. Police officers shall be rated by at least two ranking members to ensure the integrity of the rating. As a general rule, the rating shall be prepared by at least one lieutenant and one sergeant. In those instances where this is not appropriate, the member's immediate supervisor and the next highest-ranking officer shall participate in the rating;
2. To qualify as a rater, a ranking member should have supervised a member for three months or more during this performance evaluation period. In the event two commands are equally qualified to rate a member, the member's present command shall complete the Performance Evaluation Rating;
3. A member promoted during this performance evaluation period will be evaluated for the rank held the longest duration during this period. The rank for which the member is being rated shall be designated on the Performance Evaluation Rating even though this rank may be different from the member's current rank;
4. Each commanding officer will initiate a survey of members promoted, transferred, or assigned out during this performance evaluation period to determine those members who shall be included in the command's rating;
5. The member's present commanding officer, in consultation with the previous commanding officer, shall decide who shall rate those individual cases where unusual situations or extenuating circumstances may arise that are not covered by established guidelines. In the event that a conflict of opinion exists, the issue shall be decided by the commanding officer of the Personnel and Recruiting Section.

#### **401.1- 3.9 Raters for Non-Sworn Members**

Non-sworn members shall be rated by an immediate supervisor.

#### **401.1- 3.10 Raters for Reserve Officers**

Reserve officers shall be rated by the Auxiliary Services Unit.

#### **401.1- 3.11 Separated Personnel**

It is not necessary to complete a performance evaluation rating for members who have retired or resigned during

the rating period.

#### **401.1- 3.12 Retention**

Evaluations become a permanent part of the employee's Department personnel file. These files are retained by Police Personnel Unit for sworn members and Human Resources for civilian members during employment, and then are archived upon separation from the Department.

#### **401.1 - 4 Counseling**

##### **401.1- 4.1 General**

1. Upon completion of the rating, members will be personally informed of their respective evaluations by the immediate supervisor who prepared the evaluation. Each category is to be discussed with the member, which is to include the level of performance expected and rating criteria. The supervisor shall also provide career counseling relative to such topics as advancement, specialization, or training appropriate for the member's position.
2. In those situations where members will be rated by supervisors of their previous assignment, the rater assigned to counsel the member will contact the member's present commanding officer to arrange an appropriate on-duty time and location to discuss the rating and counsel the member. Working leave days or scheduling overtime shall not be authorized for this purpose;
3. Members whose performances are deteriorating shall be counseled relevant to their shortcomings during the rating period and given an opportunity to improve. Non-probationary members shall be advised in writing when ever their performance is deemed to be unsatisfactory.

##### **401.1- 4.2 Administrative Counseling Register**

1. The Administrative Counseling Register (ACR) is utilized to provide documentary information to assist in the compilation of Performance Evaluation Ratings. ACR entries are not a form of discipline;
2. Executives, as well as commanding officers of precincts, sections and units, shall maintain this register for all personnel whom they are directly responsible for rating. The register shall consist of a loose-leaf type binder with an 8 1/2" x 11" sheet of paper for each member of the command containing the member's name and badge number.

##### **401.1- 4.3 Entries**

1. Executives, commanding officers and supervisors shall make entries in the Administrative Counseling Register upon observing an incident that could be utilized to substantiate either a high or low score in a particular category of the performance evaluation for members whom they are responsible for rating;
2. At the precinct level, the administrative lieutenant, shall be responsible for the Administrative Counseling Register's maintenance and shall retain custody of the register. Only an officer's immediate supervisor, administrative lieutenant or commanding officer shall have access to the register for the purpose of making entries;
3. When making an entry, the day, date and time of the incident shall be noted. Supervisors shall affix their signatures following the entries and submit the register to the administrative lieutenant for review. Supervisors shall counsel members regarding all entries. At the conclusion of the counseling session, the concerned member will date and sign under the counseling register entry to indicate that the member was personally informed of the entry. In those instances where the member refuses to sign, the supervisor shall make the notation "refused," then date and sign the entry;
4. Commanding officers shall review the entire register on a monthly basis and determine whether any member of their command is in need of additional counseling. When it is determined that additional corrective

counseling is necessary, the commanding officer and/or the immediate supervisor shall discuss the entries with the officer and record it in the register;

5. After a member has received the Performance Evaluation Rating, in most cases the register shall be destroyed and a new register shall be instituted and utilized for the next performance evaluation period.

#### **401.1- 4.4 Retention**

1. Old registers shall be retained until the official period for performance evaluation appeal has expired or any disciplinary action appeal has been exhausted;
2. In the event an officer transfers, the file shall be retained by the officer's former command if that command will be responsible for compiling the officer's Performance Evaluation Rating. If the command to which the officer is transferring will be responsible for compiling the Performance Evaluation Rating, the register at the officer's former place of assignment shall be destroyed, if no performance evaluation or disciplinary action appeal is pending, when the transfer takes effect. This register shall not be forwarded to the officer's new place of assignment. The officer's new place of assignment shall include the officer in its existing register.

#### **401.1 - 5 Distribution**

1. Performance Evaluation Ratings for police officers, investigators, sergeants and lieutenants shall be completed in triplicate. Upon completion of the performance Evaluation Ratings, they shall be forwarded through channels to the appropriate deputy chief. Included with these ratings shall be a summary report in triplicate prepared on Inter-Office Memorandum, D.P.D. 568, containing the name and rating of each member in the command. This list shall be arranged by rank with the highest rated member at the top.
2. Performance Appraisal forms for inspectors and commanders shall be forwarded to the Personnel Bureau upon completion.
3. The Service Improvement Process form for non-sworn members shall be forwarded to the Personnel Bureau upon completion.

#### **401.1- 5.1 Member's Review and Acknowledgment**

1. Upon completion of the review, the deputy chief shall return the Performance Evaluation Ratings for police officers, investigators, sergeants and lieutenants and the summary to the commanding officer;
2. The commanding officer shall ensure that the evaluated police officers, investigators, sergeants and lieutenants are personally informed of their respective evaluations by one of the supervisors who participated in the evaluation. The member being rated will sign the original and second copy in the space indicated. The third copy is then given to the member for personal use. The member shall be given the opportunity to sign and make written comments to supplement the completed performance evaluation report;
3. At the end of the rating period for inspectors and commanders, the supervisor conducting the evaluation will meet and discuss the ratings with the member. Also discussed will be the work action plan for the next work performance appraisal period. The member will sign or initial each page to indicate that he or she has been shown the ratings. The member has the right to attach a statement in writing to supplement the completed evaluation report;
4. At the end of the rating period for non-sworn members, the immediate supervisor who participated in the rating of the member shall meet and discuss the ratings with the member. The member being rated will be provided a copy of the completed form. Members are to be permitted to make comments on the form.

#### **401.1- 5.2 Distribution of Copies**

1. The signed original of the Performance Evaluation Ratings for police officers, investigators, sergeants and

lieutenants shall be placed in the member's command file. A copy of the report shall be filed at the command;

2. The signed copy of the Performance Evaluation Rating for police officers, investigators, sergeants and lieutenants and the second copy of the summary report shall be forwarded directly to the commanding officer of the Personnel and Recruiting Section with the indication that all members of the command have been rated;
3. Completed Performance Appraisal forms for commanders and inspectors shall be forwarded to the director of the Personnel Bureau. A copy shall be placed in the member's command file. A copy of the report shall be filed at the command.
4. Completed Service Improvement Process forms for non-sworn members shall be forwarded to the Personnel Bureau for forwarding to the Organization/Employee Development Services (Human Resources). A copy shall be placed in the member's command file. A copy of the report shall be filed at the command.

#### **401.1 - 6      Appeal Procedure**

##### **401.1- 6.1      General**

1. Any police officer, investigator, sergeant or lieutenant who wishes to appeal a Performance Evaluation Rating shall make a written request to the commanding officer within thirty days of receiving the third copy of the evaluation and shall identify each trait that is being appealed and cite a brief basis for appealing that rating. The commanding officer shall read and forward two copies of the request to the commanding officer of the Personnel and Recruiting Section. The Personnel and Recruiting Section will convene the Performance Evaluation Appeal Board to hear the matter as expeditiously as circumstances permit;
2. Any commander or inspector who disputes the ratings he/she received shall submit a letter of appeal to the Chief of Police, through channels. The Chief of Police shall review all documents and conduct further investigation, if needed, and issue a decision which shall be final;
3. Non-sworn members who wish to appeal a rating shall adhere to the Service Improvement Process appeal procedures. A Service Improvement Rating Appeal form is a one-page document that can be printed out and completed or completed on-line and e-mailed. To access this form, go to the DRMS website, or type <http://cityweb/humanresources>, select DOCUMENTS\FORMS\Service Improvement Rating Appeal [FORM9033];

##### **401.1- 6.2      Performance Evaluation Appeal Board**

1. A Performance Evaluation Appeal Board shall be convened by the Personnel and Recruiting Section to hear an appeal of a performance evaluation of a member with the rank of police officer, investigator, sergeant or lieutenant;
2. The board shall consist of two members, the commanding officer of the Personnel and Recruiting Section, who will act as chairperson and another member of the rank of inspector. Present at the hearing will be the member's commanding officer, two rating supervisors, and the member submitting the appeal. Upon request the member may have representation at the hearing in accordance with the member's applicable bargaining agreement;
3. Upon completion of the hearing the commanding officer of the Personnel and Recruiting Section shall prepare a complete report including personal recommendations. This report will be forwarded through channels to the chief of police for review and then returned to the commanding officer of the Personnel and Recruiting Section for final disposition. At this hearing, the rating supervisor is in an adversary relationship and must be prepared to rebut the appellants' allegations and defend the rating given.

##### **401.1- 6.3      Performance Evaluation Data Form**



1. The Performance Evaluation Data Form (DPD 134B) shall be utilized to determine the distribution of Performance Evaluation Ratings throughout the department for the ranks of lieutenant, sergeant, investigator, and police officer;
2. This form shall be prepared at the conclusion of each performance-rating period and forwarded to the appropriate deputy chief. The completed forms shall be forwarded within fifteen days after the ratings are finalized. This form shall be endorsed by the commanding officer in the space provided. This form shall not be prepared on a shift basis. The entire precinct, section, or unit shall be considered as one for the purpose of preparing this form;
3. Any ratings that are appealed and subsequently adjusted shall be reported on an Inter-Office Memorandum, which shall be forwarded to the commanding officer of Personnel and Recruiting Section;
4. When computing the total average score on the Performance Evaluation Data Form, care shall be taken to arrive at an accurate average. This can only be accomplished by arriving at a total rating inclusive of all White, Black, Hispanic, Asian, and American Indian individuals and dividing this figure by the total number of personnel rated. To have an individual total for all Whites and all Blacks and dividing by two will result in an inaccurate average;
5. When the deputy chief from the appropriate commands receives the form, the deputy chief shall have the responsibility of compiling a master sheet, which shall include the date for the total complement of personnel under the deputy chief's command. The same forms shall be utilized for this summary. The master sheet shall be forwarded to the commanding officer of the Personnel and Recruiting Section along with the individual forms prepared by each section within thirty days of the completion of the second and fourth calendar quarters. These master sheets shall reflect a total on a bureau basis.



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**DIRECTIVE  
401.2**

## 401.2 - 1 PURPOSE

The purpose of this directive is to provide guidelines to sworn members for processing transfer requests.

## 401.2 - 2 POLICY

It is the policy of the Detroit Police Department to operate a fair and open personnel transfer and position reassignment process. It benefits both the community and the individual member's professional development, that qualified personnel are selected for appropriate assignments.

## 401.2 - 3 Requests

Transfers, continuations, and cancellation requests shall all be processed in the following manner. A member desiring a transfer to another command within the department shall submit a Transfer Request, D.P.D. 402, in triplicate, and submit all copies to the member's commanding officer along with a resume, if available.

After reading and signing all copies of the request, the member's commanding officer shall forward the original copy through official channels. After recommending approval or disapproval, the commanding officer of the command to which transfer is sought shall forward the request to the Personnel and Recruiting Section. Personnel and Recruiting Section shall advise the member of the status of the request.

The chief of police shall approve all transfers of members. Emergency transfers and those necessary to maintain the efficient operation of the department will be made as necessary.

## 401.2- 3.1 Expiration

All requests for transfer will expire automatically on October 1st of each year or sooner upon a member's request. If the member wishes to renew and/or transfer to a different command, the member shall submit the Transfer Request following the steps described above. However, no member shall have more than one pending Transfer Request at any given time. When a member no longer desires a transfer, it shall be canceled in writing immediately on a Transfer Request by checking the cancellation box on the form. Failure to do so prior to the time that processing of the Transfer Request is approved shall result in the transfer being affected without consultation or concurrence.

## 401.2- 3.2 Notification of the Payroll Section

The Personnel and Recruiting Section shall make the necessary notifications to the Payroll Operations for payroll purposes.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**401.3**  
**PROMOTIONAL PROCESS**

## 401.3 - 1 PURPOSE

The purpose of this policy is to outline the promotional requirements for sworn personnel for the Detroit Police Department.

## 401.3 - 2 POLICY

It is the policy of the Detroit Police Department to provide equal promotional opportunities to all members of the department based on a candidate's merit. This department will afford every applicant an opportunity for promotions and shall not discriminate against persons on the basis of race, religion, sex, or national origin.

## 401.3 - 3 Authority

## 401.3- 3.1 Promotions

The chief of police shall make all promotions within the department. All promotions shall be made with the approval of the Board of Police Commissioners. Promotions shall be made on the basis of competitive examinations administered by the Director of Personnel Bureau except for positions above the rank of lieutenant or its equivalent. The Personnel Bureau will prepare all examinations with the concurrence of the Board of Police Commissioners. No person who has taken an examination and has been placed on a register of members eligible for promotion may be passed over in favor of a member with a lower examination score unless the chief of police files with the Board of Police Commissioners and the Personnel Bureau written reasons acceptable to the Board of Police Commissioners. Any person having been passed over may appeal to the Board of Police Commissioners.

## 401.3 - 4 Procedure

## 401.3- 4.1 Application

Upon announcement of a competitive examination for promotion, members who are eligible for the examination per the eligibility requirements announced by department directive shall obtain an application in person at a designated location. All applications shall be submitted by a designated filing date. Applications submitted after the filing date will be accepted only at the discretion of the chief of police upon the presentation in writing of sufficient reason.

## 401.3- 4.2 Minimum qualifications for investigator's examination

Familiarity with department rules, regulations and procedures, criminal laws and city ordinances; rules of arrest, search and seizure, court procedure and the rules of evidence; aptitude for criminal investigation; ability to interview; good memory and powers of observation; tact, sound judgment, even temperament; and a sensitivity for knowledge of fundamental concepts in the area of police community relations.

## 401.3- 4.3 Minimum qualifications for sergeant's examination

Thorough knowledge of the techniques of supervision, department rules and regulations, department procedures; criminal law and court procedures; laws of arrest, search and seizure and traffic laws; liquor rules and regulations, city ordinances and general patrol work; sufficient verbal skills to prepare the necessary reports and records; firm and tactful temperament in dealing with subordinates; peers, supervisors and the public; sound judgment; and a sensitivity for the knowledge of fundamental concepts in the area of police community relations.

#### 401.3- 4.4 Minimum qualifications for lieutenant's examination

Thorough knowledge of management functions, departmental organization rules, regulations, and procedures; familiarity with modern procedures, police practices, laws and the rules of evidence; ability to command members and sufficient verbal skills to prepare the necessary reports and records; good powers of observation; tact and recognition of human relations values in dealing with fellow officers and the public; initiative and resourcefulness in meeting and disposing of difficult and unusual situations; sound judgment; even temperament; and a sensitivity for and knowledge of fundamental concepts in the area of police community relations.

#### 401.3- 4.5 Eligibility requirements

The eligibility requirements for applicants to take the examination for the rank of investigator, sergeant and lieutenant are enumerated in the department directive, which announces the examination. An applicant must meet these requirements in order to take the examination.

#### 401.3 - 5 Bibliography

An examination bibliography is published in the department directive announcing the examination. The bibliography consists of a list of the principal sources from which the majority of questions on the promotional examination will be developed. However, this list in no way limits the examination exclusively to these sources. There will also be questions on general police knowledge, and a random sample of police literature that is familiar to progressive police officers. In addition, emphasis will be directed toward identifying those members who are familiar with basic supervisory and administrative principles.

#### 401.3 - 6 Appeals

Members believing themselves aggrieved by proposed promotions to the ranks of investigator, sergeant and lieutenant as approved by the Board of Police Commissioners, may initiate an appeal to the Board of Police Commissioners.

Members wishing to initiate an appeal shall, within the time limits set forth for such appeal, prepare an Inter-Office Memorandum, D.P.D. 568, stating facts sufficient to show that the appealing member is listed on the promotional eligibility roster and has not been promoted and another member whose position on the roster is lower or who is not on the roster has been approved for promotion. The memorandum shall be delivered to the office of the Board of Police Commissioners within the prescribed time limits.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**401.4**  
**UNCONFIRMED MEMBERS**

## 401.4 - 1 PURPOSE

The purpose of the directive is to outline guidelines, procedures, and policies on training and evaluations of unconfirmed members.

## 401.4 - 2 POLICY

The department bears the obligation to the city of Detroit and its own members to train and confirm the best qualified newly hired and newly promoted candidates as representatives of the Detroit Police Department.

## 401.4 - 3 Procedures

All newly recruited personnel, who are to undergo training, as police officers shall be known as student police officers (spo's). They shall be known by this title from the date of hire to graduation from the Training Bureau.

Student police officers (SPO's) are subject to all the rules and regulations of the Detroit Police Department.

## 401.4 - 4 Probationary officers

## 401.4- 4.1 Probationary training

Probationary training shall include on the job training in clerical assignments and other non-enforcement duties pending organization of training classes at the Training Bureau.

Evaluation of student police officers outlined and implemented while at the Training Bureau shall be the governing factors in determining a student's satisfactory progress. If a SPO does not satisfactorily meet the standards for the successful completion of recruit training, the commanding officer of the Training Bureau shall request a Probationary Evaluation Board (PEB) be convened to review the case and make final recommendations to the chief of police.

## 401.4- 4.2 Probationary period

The probationary period shall be eighteen months from the date of hire, or one year from graduation, whichever comes first. The purpose of the probationary period is to closely examine all probationary police officers to ensure that those ultimately confirmed are qualified intellectually, physically and emotionally for law enforcement service and to eliminate those individuals who prove to be unqualified.

## 401.4- 4.3 Field training

Upon graduation from the Training Bureau probationary police officers (PPO) will remain assigned to the Training Bureau for one year and shall be assigned as department needs dictate.

Each commanding officer may assign a PPO as needs dictate. However, all commanding officers are urged to utilize probationary officers on foot patrol assignments.

## 401.4- 4.4 Monthly probationary reports

A ranking member shall closely observe those members who are serving in a probationary capacity in the command. The commanding officer shall ascertain from the member's supervisors whether the necessary progress for confirmation is being made, and if not, what methods of correction are being employed. They shall also coordinate their observations and recommendations with the Training Bureau and the assigned Field Training Officer (FTO).

On or before the seventh of each month, the lieutenants and sergeants responsible for supervising probationary members shall prepare a progress report, Monthly Report - Probationary Police Officer (PPO), D.P.D. 580, on each PPO under their supervision as of the first of each month. The commanding officer, upon receiving each progress report, shall personally review the contents in the presence of the PPO and the supervisory officers, and shall indicate in the space provided any action taken. The PPO shall sign in the space provided certifying that the member has read the report and has been advised and counseled concerning the member's progress. This report shall be kept on file at the precinct or section.

On or before the fifteenth of each month, the commanding officer shall prepare three copies of Inter-Office Memorandum, D.P.D. 568, a compiled list of the PPO that are found to be unsatisfactory. If a PPO has received two unsatisfactory reports, this information shall also be included on the compiled list. The original memorandum shall be forwarded through channels to the concerned deputy chief. One copy shall be forwarded to the commanding officer of the Labor Relations Unit. The final copy shall be retained by the command.

When a PPO has received two unsatisfactory reports, the parent command shall prepare a memorandum and forward it through official channels to the chief of police requesting to convene a PEB. A separate memorandum shall be prepared for each PPO to be evaluated. After approval of the request by the chief of police, the Disciplinary Administration Unit shall convene a PEB to determine appropriate action.

#### 401.4- 4.5 Monthly probationary reports from temporary assignments

If a PPO is temporarily assigned to any unit in excess of thirty days prior to a permanent assignment, the commanding officer of such unit shall direct the appropriate supervisory officers to prepare a progress report on the member. The progress report shall be forwarded to the commanding officer of the unit to which the PPO is subsequently assigned.

#### 401.4- 4.6 Pre-Confirmation physical examination

A pre-confirmation physical examination shall be made two months prior to the officer's confirmation date. The Medical Section shall schedule the examination dates and notify the commanding officer of the unit to which the member is assigned. The commanding officer shall be responsible for the appearance of such members at the proper time and location.

If commanding officers observe any physical or mental deficiencies that would lead them to believe the member might not be acceptable for confirmation, they shall submit a report to the Medical Section prior to the physical examination for confirmation.

#### 401.4- 4.7 Confirmation report

One month prior to a member's confirmation a Confirmation Report on PPO, D.P.D. 580-A, shall be prepared by commanding officers on each PPO, indicating a recommendation regarding confirmation. The report shall be complete and include necessary documentation. A completed Performance Evaluation Rating shall accompany the Confirmation Report. These reports shall be forwarded through channels to the concerned deputy chief at least thirty days prior to the confirmation date. After reviewing the original report, the deputy chief shall forward the report to the Personnel Services Division.

If the parent command has recommended that the member not be confirmed or that the period of probation be extended, additional copies of these reports shall be required. The commanding officer of the parent command shall ensure that copies of the eleven-month confirmation report, including the Performance Evaluation Rating, are immediately forwarded direct to the Disciplinary Administration Unit, the Training Bureau, and the Labor Relations Unit for their information. In addition, the parent command shall prepare an Inter-Office Memorandum and forward the memorandum through official channels to the chief of police requesting to convene the PEB. After

approval of the request by the chief of police, the Disciplinary Administration Unit will convene the PEB to determine appropriate action.

If the parent command has recommended that the member shall not be confirmed or that the probation period be extended, the probationary police officer shall be personally served with a memorandum signed by the commanding officer informing the member of the recommendation, and that the member will not be confirmed pending the findings of the PEB.

Prior to recommending that a probationary police officer be confirmed, the parent command shall notify the Internal Affairs Section to determine the existence of an ongoing investigation and the Disciplinary Administration Unit to determine the existence of outstanding disciplinary charges. If an ongoing investigation and/or outstanding disciplinary charges are disclosed, the Confirmation Report shall so indicate and shall recommend that a PEB be convened. In such cases, the commanding officer of the parent command shall not make a recommendation regarding confirmation in the confirmation report but shall include any relevant information that should be considered by the PEB. When necessary for operational reasons, the Professional Standards Bureau may fail to disclose an investigation.

#### 401.4 - 5 Newly promoted personnel

Promotions of police personnel to the rank of investigator, sergeant and lieutenant are probationary and subject to confirmation.

##### 401.4- 5.1 Probationary period

The probationary period for investigators, sergeants and lieutenants shall be one year beginning with the date of promotion regardless of payroll effective dates. Upon satisfactory completion of the probationary period, the member is confirmed into the new rank.

##### 401.4- 5.2 Probationary training

Newly promoted members will immediately assume the duties and responsibilities of their new rank. Unless otherwise ordered by the chief of police, the probationary period will be served at the unit to which the member is assigned upon promotion. They shall work in close harmony with their superior officers to gain the level of knowledge and understanding that is the prerequisite for confirmation into their new rank. They may also be required to attend special training sessions administered by the department, public, or private institutions.

Further, it is incumbent upon superior officers to provide adequate training and counseling on an individual basis to newly promoted members so that successful development of investigative, supervisory and managerial personnel will be assured.

##### 401.4- 5.3 Monthly probationary reports

A Probationary Lieutenants, Sergeants and Investigators Report, D.P.D. 580-B, will be prepared on all newly promoted members through the rank of lieutenant, by the member's immediate supervisor under the same guidelines and procedures as enumerated previously for newly appointed personnel.

On or before the fifteenth of each month, the commanding officer shall prepare four copies of Inter-Office Memorandum, a compiled list of probationary lieutenants, sergeants and investigators who are found to be unsatisfactory. If a probationary lieutenant, sergeant or investigator has received two unsatisfactory reports, this information shall also be included on the compiled list.

The original memorandum shall be forwarded through channels to the deputy chief concerned. One copy shall be forwarded to the commanding officer of the Disciplinary Administration Unit and one copy shall be forwarded to the commanding officer of the Labor Relations Unit. The final copy shall be retained by the command. When a probationary lieutenant, sergeant or investigator has received two unsatisfactory reports, the Disciplinary Administration Unit shall request that the PEB be convened to determine appropriate action.

#### 401.4- 5.4 Pre-Confirmation physical examination

A pre-confirmation physical examination shall be made during the tenth month for all newly promoted personnel below the rank of inspector. The Medical Section shall schedule the examination dates and notify the member's commanding officer that shall be responsible for the appearance of such members at the proper time and location.

If commanding officers observe any physical or mental deficiencies that would lead them to believe the member might not be acceptable for confirmation, they shall submit a report to the Medical Section prior to the physical examination for confirmation.

#### 401.4- 5.5 Failure to pass physical examination

In the event newly promoted personnel do not pass the pre-confirmation physical examination, the Medical Section will recommend to the chief of police that the member not be confirmed into the new rank for medical reasons. Instead, depending upon each individual case, additional probationary time will be granted up to one year so that the Medical Section, in concert with the department physician, can schedule proper treatment and regular visits to the Medical Section so that the member can be returned to acceptable medical standards. If after the additional probationary time the member has not returned to acceptable medical standards, the chief of police may declare that the promotion is vacated.

So that all concerned parties are properly informed, the Medical Section shall forward, through official channels to the chief of police, a monthly list of members who have not passed the physical examination and the reasons with the recommendation for appropriate extension of the probationary period in each case. This list shall be due by the tenth of each month. Negative reports shall also be completed.

The Medical Section shall also prepare monthly progress reports, which shall be submitted through official channels to the chief of police indicating the progress being made in each individual case. When the member has returned to acceptable medical standards, the Medical Section shall advise the chief of police of the fact so that confirmation into the new rank shall be granted.

#### 401.4- 5.6 Confirmation report for lieutenants, sergeants and investigators

At the conclusion of eleven months in the new rank, the member's commanding officer shall prepare a recommendation for or against confirmation, including an evaluation of the member's supervisory or investigative ability. A Performance Evaluation Rating also shall be completed. The commanding officer's report and the completed performance evaluation rating form shall be forwarded to the deputy chief concerned for approval or denial of confirmation.

The deputy chief shall then forward the reports to the Personnel and Recruiting Section. Reports that recommend confirmation and completed individual certificates of promotion shall be forwarded to the office of the chief of police. Those reports that do not recommend confirmation shall include a summary of the corrective measures that have previously been undertaken. Where confirmation has not been recommended, the PEB will convene so a final recommendation can be made to the chief of police for a decision.

#### 401.4 - 6 Probationary Evaluation Board

A PEB shall convene when it becomes necessary to appraise the overall performance of any member in a probationary status. The chief of police shall appoint members of the Board to serve for a period of one year.

The Board for all members except student police officers shall consist of not less than five members, one of who shall hold the rank of commander and be designated as chairperson. Under no circumstances will any member of the Board be below the rank of lieutenant, nor below the rank of the member being evaluated.

Further, no member of the Board shall be from the command to which the probationary member is assigned,



except when special authorization is granted by the chief of police in unusual circumstances.

For the evaluation of student police officers, the Board shall be comprised of not less than three members from the Training Bureau, one of whom shall hold the rank of inspector or above, and shall serve as the chairperson. Under no circumstances will any member of the Board be below the rank of sergeant serve on a Student Police Officer Probationary Evaluation Board. No member of the Student Police Officer Board shall be a former or present instructor of the probationary member.

The probationary member's present or past supervisors or commanding officer may be present for resource data and the Board may call other witnesses, as it deems necessary.

The section responsible for convening the PEB shall be responsible for notifying the member and the union, in writing, of the time and location of the hearing, not less than seven days before the scheduled hearing. The union shall be provided with a copy of the request to convene the PEB with this notification.

It should be kept in mind that the PEB is impaneled to assist the chief of police in making the final determination when it is recommended that a probationary member not be confirmed or when a student police officer does not meet the minimum standards for graduation from recruit training.

The Board may call such witnesses as it sees fit to complete the investigation. For purposes of the hearing, the member who is being evaluated is considered to be a witness and not a participant. The Board is not an adversary proceeding. Its purpose is as set forth above. To accomplish that end, the Board shall do all questioning of witnesses called by the Board.

In the event that the Board calls the member who is the subject of the Board's inquiry as a witness, that member shall be entitled to representation by either a union steward or an attorney. Such representative, keeping in mind the purpose of the Board, shall act in an advisory capacity to the member and not in an adversary capacity.

Board members should keep in mind that in line with their purpose, they should not accept conclusionary statements by supervisors but must seek out and report to the chief of police the facts upon which those conclusions are based. A record of all evaluations made by the Board shall be prepared by the Board in written form and submitted to the chief of police via the Disciplinary Administration Unit within seven working days after completion of the Board's meeting.

The record shall contain the signatures of Board members and shall include appropriate recommendations. The section responsible for convening the Board shall be responsible for ensuring that the member and the union are served with the approved findings of the Board in a timely manner and that a copy of the findings are also forwarded to the Labor Relations Unit.

#### 401.4- 6.1 Student police officers (SPO)

For a SPO the Board may recommend:

1. Continuance of training under special circumstances;
2. Recycling through the recruit-training program for unusual reasons. If recycling is recommended, the Board shall also recommend that the probationary period be extended for six months, or
3. Dismissal. When the chief of police dismisses a SPO, the commanding officer of the office of the chief of police shall order the student police officer to appear for a conference. During the conference, the student police officer shall be informed of the dismissal.

The SPO will also be informed that they may appeal the decision to the Michigan Commission on Law Enforcement Standards in accordance with procedures promulgated by that agency.

#### 401.4- 6.2 Probationary police officers (PPO)

For a PPO the Board may recommend:

1. Special Training;
2. Transfer to another command, or
3. Dismissal. When the chief of police dismisses a probationary member, the commanding officer of the Office of the Chief of Police shall order the probationary member to appear for a conference. During that conference the probationary member shall be informed of the dismissal.

The probationary member shall also be informed that an appeal may be made to a trial Board if written notification is made to the chief of police within ten days of the conference.

#### 401.4- 6.3 Newly promoted personnel

For newly promoted personnel the Board may recommend:

1. Special training;
2. Transfer, or
3. Returning the member to the member's former rank.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**401.5**  
**PERSONNEL FILES AND PROCEDURES**

## 401.5 - 1 PURPOSE

The purpose of this directive is to outline guidelines, procedures, and policies for the proper maintenance of personnel files for all members of the Detroit Police Department.

## 401.5 - 2 POLICY

It is the policy of the Detroit Police Department to maintain accurate and complete files for all members of the department.

## 401.5 - 3 Personnel files

The commanding officer of each section shall maintain a personnel file on each member of the command. In the event a member is transferred, the personnel file shall be sent to the new command without delay. In addition, both on the force and off the force the Personnel Services Division maintains personnel files. Personnel files of retired or separated members are microfilmed by the Records and Identification Section and shall be destroyed if they can be classified as one of the following:

1. Files of members who have retired from the department following completion of the minimum period of service required for retirement;
2. Files of members who have died.

Files of members who have received a disability retirement, whether on-duty disability or non-duty disability, shall be retained until completion of minimum period of service required for regular retirement, after which time the file will be microfilmed and destroyed.

## 401.5- 3.1 Reviewing personnel files

Both active members and members separated from the department shall have the opportunity to review all entries in their personnel files as set forth below:

1. Members have the right to inspect their official personnel record twice a year or more often for good cause;
2. Inspections shall be conducted at the Personnel Services Division during regular business hours and under the supervision of the department;
3. No records, reports, investigations, evaluations or similar data belonging in the personnel file or medical file shall be hidden from a member's inspection;
4. Members shall have the right to make duplicate copies for their own use at their own expense;
5. Members shall have the right to include in their personnel records or other files a written refutation of any material the members consider to be detrimental and to request its removal;
6. No additions shall be made to a member's personnel file after retirement.

The department need not comply with the above provisions for inspection in those areas where there is a current

investigation of the member. However, the member shall be told an investigation is being conducted and the member shall be apprised of the subject matter of the investigation.

#### 401.5 - 4 Personnel forms

##### 401.5- 4.1 Personnel History Summary, D.P.D. 205

A Personnel History Summary shall be maintained for each member of the department within command personnel files. This form shall list dates of promotion, performance evaluation ratings, commendations, reprimands, complaints, department vehicle accidents and disciplinary action, as well as marital status and number of dependents. The personnel history summary shall be placed uppermost in the command personnel file and shall be updated as necessary, including expungement of reprimands.

##### 401.5- 4.2 Personnel Data Card, D.P.D. 139

This Personnel Data Card is used to maintain personnel data for each member and employee of the department. It is filed within the member's command. It shall be the responsibility of the member to inform his or her immediate supervisor of any changes.

Certain boxes of the Personnel Data Card are required to be filled out in pencil. The particular boxes are entitled, "Address," "Scout Car Area," and "Phone No."

##### 401.5- 4.3 Manpower composition data

Commanding officers are responsible for updating manpower composition data via the DETECTS system. Authorized personnel may query a member or employee by name and pension number, and receive a response showing the member's or employee's pension number, rank code, and assignment code, including tentative indices of the member's or employee's assigned shifts for the projected one year period. When changes in this projection occur, appropriate updates shall be made to the computer file without unnecessary delay.

It shall be incumbent upon the officer in charge of each platoon to conduct periodic reviews of the computer projection for personnel assigned to the platoon to insure that the correct data is being maintained. Commands without computer terminals may refer to the DETECTS Manual, manpower mobilization page, for the proper terminal location.

##### 401.5- 4.4 Personnel Information Form, D.P.D. 38

The Personnel Information Form shall be used to report changes in a member's name, marital status, number of dependents, address, telephone number, educational attainment, military status, and any other item listed on the form when any change in this information occurs. Supervisors who are aware of changes in the status of any member of their command shall insure that such changes are reported.

Personnel are reminded that the completion of Personnel Information Form does not change the following records:

1. Change of address for city records and payroll - Members must complete a Departmental Employee Supplemental Data Form, PPS Form 5000, and forward the completed form to Financial Relations, to ensure the maintenance of proper financial records. When completing the form, personnel shall print their names in the box labeled "Employee Name", check the circle labeled "510, Change Data" fill in the line marked, "Social Security No.", and only those lined areas in which a change is to be made;
2. Number of dependents for withholding tax purposes - Members must appear at Payroll Operations, Herman Keefer Hospital, to make such changes;
3. Change in status for insurance purposes - This includes any changes in coverage for health and life insurance and changes in beneficiaries. Members must appear at the Personnel Services Division to make such changes.

## 401.5- 4.5 Changes to be reported in 72 hours

Members shall notify the officer in charge of their place of assignment of any change in residence within 72 hours.

Further, a member shall, within 72 hours after next reporting for duty, report any change in name, residence, marital or department status by preparing the Personnel Information Form. Members reporting a change in residence shall also include their previous residence in the space provided on the Personnel Information Form. Members reporting a change in telephone service shall report the change on the Personnel Information Form.

Members required to maintain phone service shall report a change in telephone number within 72 hours of next reporting to duty and shall include the previous phone number in the space provided.

## 401.5- 4.6 Name change documentation

A member reporting a legal name change must provide documentation for the change. Members of the department who are reporting a name change as a result of marriage, divorce decree or court order, must submit a copy of the marriage license, divorce decree, or court order, which ever may apply, along with Personnel Information Form in order to document the legal name change.

## 401.5- 4.7 Change in educational achievement

Department members are required to report the following information regarding education and training:

1. College credits or degrees earned;
2. Professional licenses or certificates granted;
3. Completion of any specialized training, including both in-service and outside training programs;
4. Special skills possessed;
5. The ability to understand, speak, write or read any foreign language.

Whenever a member completes a full year of college training, graduates, or receives a degree, the member shall prepare and submit a copy of the Personnel Information Form. On July 1st of every year, all members shall report all credit hours completed within the previous year. A transcript or copy of grade report must accompany the form in order to document all changes in educational attainment.

## 401.5 - 5 Tuition refunds

All department members and employees eligible for a tuition refund from the city of Detroit shall submit their applications on the tuition refund application form. The forms are available at the Personnel and Recruiting Section.

The following is required for reimbursement:

1. The designated portions of the form shall be completed by the member submitted to the member's immediate supervisor for signature;
2. The completed form is to be forwarded to the Personnel and Recruiting Section for sworn and non-sworn members;
3. The Personnel and Recruiting Section shall receive applications at least five business days before the start of scheduled classes. Late applications will be denied.

Improperly completed or incomplete applications shall be returned unprocessed. Any member or employee

altering grades or receipts shall be subject to appropriate disciplinary action and are automatically suspended from the Tuition Refund Program.

Members may submit any of the following as proof of payment of tuition or fees:

1. Original receipt or legible copy;
2. Canceled check (both sides if copied);
3. Money order receipt;
4. Financial statement from the school;
5. Charge payment (e.g. Master Charge, Bank Americard, etc.);
6. Letter of explanation on school stationary.

Successful completion of the classes for which a refund is requested must be demonstrated by submitting one of the following:

1. Official grade report card (no post cards will be accepted);
2. Official Transcript from the school, or
3. Written statement of satisfactory performance or grade of "C" or better for undergraduate students and a grade of "B" or better for graduate students on school letterhead.



## Detroit Police Web Manual v2

### DIRECTIVE 401.6 PAYROLL AND PAYCHECKS

#### 401.6 - 1 PURPOSE

The purpose of this directive is to outline the guidelines, policies and procedures for prompt and efficient payment of wages for all sworn and non-sworn members of the Detroit Police Department.

#### 401.6 - 2 Biweekly Time and Attendance Report

In order to properly and effectively process timekeeping entries Biweekly Time and Attendance Reports shall be completed every two weeks by each command and submitted to Fiscal Operations. Information for the Biweekly Time and Attendance Report shall be transcribed from the Work Period Time Report, D.P.D. 268 that shall be maintained in each command. Biweekly Time and Attendance Reports shall be completed in two-week increments to coincide with actual pay periods. Each pay period will total fourteen days and will begin on a Monday and end on a Sunday.

The Biweekly Time and Attendance Report are divided into five sections.

1. Section One: shall be preprinted;
2. Section Two: shall be completed by the command timekeeper;
3. Section Three: shall be completed by the command timekeeper;
4. Section Four: shall be completed by the command timekeeper;
5. Section Five: shall be utilized by Fiscal Operations.

Fiscal Operations shall send three copies of the Biweekly Time and Attendance Reports to each command along with any special instructions that may be necessary to assist in the completion of the report. The third copy of the Biweekly Time and Attendance Report may be used as a work sheet.

Biweekly Time and Attendance Reports will contain the preprinted Payroll Unit, Payroll Schedule and Payroll Period Dates at the top of each report page. The report may consist of one or more pages. Each page will be numbered in consecutive order.

#### 401.6- 2.1 Command responsibilities

Each command shall be responsible for reporting the time of each member whose name appears on the Biweekly Time and Attendance Report despite the fact that the member may have been transferred, assigned out to another command, etc.

#### 401.6- 2.2 Entries

All entries shall be made on a straight time hourly basis. Time shall not be converted before entries are made on the Biweekly Time and Attendance Report.

If a number is a whole number, i.e., no fraction is involved; the space reserved for fractions shall be left blank. Under no circumstances shall a zero be recorded in this space.

#### 401.6- 2.3 Payroll Unit

A payroll unit is an entity within the command, which contains a given number of personnel as designated by the commanding officer. Payroll units may be developed by rank, shift, assignment or any combination of these factors.

The Fiscal Operations Section shall give each payroll unit a pre-selected number. This number will be preprinted at the top of the biweekly Time and Attendance Report on the appropriate pages. Each payroll unit will receive a separate Biweekly Time and Attendance Report.

Whenever a commanding officer wishes to change the number or composition of payroll units, an Inter-Office Memorandum, D.P.D. 568, shall be submitted to Fiscal Operations Section, outlining the changes.

#### 401.6 - 3 Completion of section one

Section I contains the sworn member's Social Security Number, Class Code, S.P. (Split Pay) Code and name (last name first). The information for Section I will be preprinted. Split Pay (S.P.) The letters S.P. in Section I denote split pay. Split pay occurs when two or more different pay rates occur in a single pay period due to promotion, step increase, new fiscal year, etc. When a split pay period occurs, a member's name will be displayed on two Biweekly Time and Attendance Sheets; a number will be preprinted in the name column with the letters S.P. The number represents that pay schedule for which a member is to be paid. The row adjacent to each name will represent the time to be paid for that particular pay schedule. Both Biweekly Time and Attendance sheets shall be completed. Each individual's pay schedule has been preprogrammed into the computer.

For example, a pay period begins on June 27th and ends on July 10th. During the pay period a member receives a pay increase on July 1st. Therefore, a member is employed at two different pay rates during one pay period. The timekeeper shall place the time worked for June 27th through June 30th on the Biweekly Time and Attendance Report marked S.P. #1. On the biweekly time sheet marked S.P. #2 the time worked during July 1st through July 10th shall be recorded.

#### 401.6 - 4 Completion of section two

Section II contains the following five columns:

1. REG. WORKED, computer code 01;
2. LEAVE OWED, computer code 42;
3. HOLIDAY WORKED, computer code 63;
4. OVERTIME, computer code 80;
5. COMP. EARNED, computer code 81.

These columns represent time worked. All time worked, except recall time and court time shall be posted in the columns in Section II.

1. Time shall be posted on the line corresponding to the platoon on which it was worked;
2. Time worked on platoon one shall be posted on line 1;
3. Time worked on platoon three shall be posted on line 3;
4. Time worked on platoon two shall be posted on the middle unnumbered line.



## 401.6- 4.1 Regular Worked (01)

This column is used to record the actual hours of regular time worked by a member. The actual time worked shall be recorded on the line corresponding to the platoon on which it was worked. This will ensure the proper payment of premium time.

Time taken off, such as compensatory time, sick time, etc., shall not be recorded in this column; nor shall time worked on a holiday be recorded in this column.

For example, a member is assigned to work ten days on platoon one during a two-week pay period and uses four hours of compensatory time. In the box numbered (01), the timekeeper shall place a seventy-six, and in the Comp. Time taken block, (32), a number four (4). Thus, the member receives seventy-six hours of premium pay and four hours will be deducted from the member's compensatory time balance.

An X may be used in the Regular Worked (01) column when a member has worked a regular schedule of standard hours on platoon two, i.e., eighty hours of work and thirty-two hours of leave in the two week pay period. An X shall not be used if there is any other entry for that member during this payroll period.

## 401.6- 4.2 Leave Owed (42)

This column is to be left blank. The Fiscal Operations Section will utilize it.

## 401.6- 4.3 Holiday Worked (63)

This column is to be used to record the actual hours worked on a holiday, not to exceed eight hours. Overtime worked on a holiday shall be recorded in the Overtime (80) column.

Holidays worked by members holding the rank of inspector or commander shall be recorded on the Payroll Adjustment Request, D.P.D. 65. Two copies of the payroll adjustment request shall be prepared by the timekeeper at the concerned member's place of assignment and submitted to the chief of police through channels. Upon approval by the chief, both copies shall be forwarded to Fiscal Operations.

## 401.6- 4.4 Overtime (80)

This column is to be used to record all overtime earned.

## 401.6- 4.5 Compensatory Time Earned (81)

This column is to be used to record all department approved compensatory time, excluding that time recorded in the Overtime (80) column and Court Time (82) column.

This column is also used for recording leave days worked by members holding the rank of inspector or above for which they are to be compensated.

## 401.6 - 5 Completion of section three

Section III contains ten columns:

1. COURT TIME, computer code 82;
2. LEAVE, computer code 29;
3. COMP TAKEN, computer code 32;
4. SICK TIME, computer code 20;

5. E DAY, computer code 23;
6. FURL, computer code 33;
7. HOLIDAY TIME, computer code 35;
8. H8 - H9, computer code 36;
9. B.V., computer code 28;
10. DISABLED, computer code 03.

These columns have no timekeeping relationship to shifts worked and premium time earned. Time posted in these columns is recorded in hours and tenths of hours.

#### 401.6- 5.1 Court Time (82)

This column is to be used to enter all time earned in off-duty court appearances.

#### 401.6- 5.2 Leave (29)

This column is to be used to record leave days taken by a member in a particular pay period. All leave days which are worked, regardless of the manner of compensation, will be counted in the Leave (29) column when totaling the Biweekly Time and Attendance Report.

If a member works any part or all of any scheduled leave day, eight hours shall be recorded on the Leave (29) column. For those members holding the rank of lieutenant or below, the actual time worked on the leave day shall be recorded in the Overtime (80) column. For those members holding the rank of inspector or above, the actual time worked on the leave day shall be recorded in the Comp. Earned (81) column.

For example, a member of the rank of lieutenant or below is scheduled to have four leave days during a pay period and is required to work four hours on one of those leave days. Thirty-two hours is recorded in the Leave (29) column and four hours is recorded in the Overtime (80) column.

#### 401.6- 5.3 Compensatory Time Taken (32)

All compensatory time taken by an individual member.

#### 401.6- 5.4 Sick Time (20)

This column is to be used for recording all sick time charged against a member's sick bank.

#### 401.6- 5.5 E Day (23)

This column is to be used for recording all emergency leave that is to be charged against a member's sick bank.

#### 401.6- 5.6 Furlough (33)

This column is to be used for recording hours taken as furlough. Holidays, B/V Days, etc., that are taken during the furlough period shall not be recorded in this column.

#### 401.6- 5.7 Holiday (35)

This column is to be used for recording the holiday hours that occur during a pay period, except eighth and ninth holidays. Eight hours shall be recorded for each holiday occurring during a pay period whether or not a member

works the holiday, provided the member is so entitled.

401.6- 5.8 H8/H9 (36)

**Eighth and Ninth Holiday.** This column is to be used for recording hours taken as an eighth and ninth holiday. When a member has an eighth or ninth holiday and bonus vacation days in the fringe bank balance, and the member elects to use a bonus vacation day, the eighth and ninth holiday will be deducted from the fringe bank balance before any bonus vacation days as this is how the computer has been programmed. Therefore, to ensure accurate record keeping when a member elects to utilize such time, the eighth and ninth holiday shall be granted before any bonus vacation days.

401.6- 5.9 B.V. (28)

**Bonus Vacation Days.** This column is to be used for recording hours taken as bonus vacation days.

401.6- 5.10 Disabled (03)

This column is to be used for recording the hours that a member is carried disabled.

401.6 - 6 Completion of section four

The kind of time codes and the names for the codes, which can be posted in this section, are listed at the bottom of the form in the left hand corner in the space marked "Other Kinds of Time."

401.6- 6.1 Military training and jury duty service

Military training and jury duty service shall be recorded as Kind of Time 38. These entries shall be made in red ink. In addition, the appropriate designation either "military time" or "jury duty" shall be entered following the time code.

401.6- 6.2 Recall time (K.O.T. 66)

Recall Time may require that premium time be paid. Therefore, the kind of time code must be followed by the number that designates the platoon worked. A number is not required for platoon two, e.g., when a member has been recalled to the midnight or afternoon platoon, the kind of time code must be followed by a "1" for the midnight platoon or a "3" for the afternoon platoon.

In Section Four, each box is divided into two parts.

1. In the upper part, record the kind of time code followed by a platoon code when premium time is to be paid;
2. In the lower part, record the hours and tenths of hours worked.

401.6- 6.3 Absent no pay and suspended without pay

Entries for Absent No Pay (K.O.T. 83) and Suspended Without Pay (K.O.T. 84) shall be made in red ink.

401.6 - 7 Column totals, page totals and batch totals

401.6- 7.1 Column totals

At the bottom of the Biweekly Time and Attendance Report, directly beneath each kind of time/shift/hours column (Sections 2,3,4) are a series of boxes marked "Column Totals." Each column shall be totaled and the number

recorded in the appropriate box beneath that column. Whenever a box in the 01 Column contains an X, one hundred-twelve hours shall be added to the column total.

#### 401.6- 7.2 Page totals

The column totals are added together to arrive at the page total, which is recorded in the box, located to the right and below the column totals on each page.

#### 401.6- 7.3 Batch totals

A batch shall only include page totals from the same payroll unit. As soon as the payroll unit number changes, a new batch shall be started. A batch will usually consist of two full pages. When a partially filled page is encountered, the page shall be totaled with the preceding two pages. In this case, the batch total would be the sum of more than two page totals. This number is then recorded in the box marked "Batch Total."

#### 401.6- 7.4 Required signatures

The commanding officer and the timekeeper responsible for completing the Biweekly Time and Attendance Report for a payroll unit shall affix their signatures in the space provided on those pages where batch totals are recorded.

#### 401.6- 7.5 Submission and distribution

The Biweekly Time and Attendance Report must be completed and submitted to Fiscal Operations prior to a date and time established by Fiscal Operations. This report shall be submitted on schedule to ensure that all premium time, overtime, etc., is included on the next paycheck for each member who has earned it. A late submission of this report will result in the late payment or recording of premium time, etc., for all members of that command.

The completed original shall be returned to Fiscal Operations; one copy shall be retained by the command for a period of one year; and one copy shall be used as a worksheet and retained with the command's copy.

#### 401.6- 7.6 Payroll Adjustment Request, D.P.D. 65

The payroll adjustment request is provided for the purpose of correcting errors and omissions recorded on the Biweekly Time and Attendance Report. The payroll adjustment request is self-explanatory and the distribution is printed on the form. When submitting a payroll adjustment request to correct fringe bank balances, timekeepers shall include a copy of the Detroit Police Department Attendance Card, D.P.D. 350C or the Time Card, D.P.D. 590, whichever is applicable in these instances. A copy of the fringe bank balance report and the payroll register shall also be submitted, if available.

The payroll adjustment request is also provided for the purpose of recording holidays worked by members holding the rank of inspector or commander. Two copies of the payroll adjustment request shall be prepared by the timekeeper at the concerned member's place of assignment and submitted to the chief of police, through channels.

Upon approval by the chief, both copies shall be forwarded to Police Payroll. It is the responsibility of the concerned inspector or commander to ensure that the payroll adjustment is prepared and submitted properly.

#### 401.6- 7.7 Out of rank assignments for sergeants and lieutenants

Commanding officers shall not designate members of their command as acting in a higher rank. Only the chief of police may designate that a member is acting in a higher rank. If so designated, a personnel order announcing it will be promulgated and a copy of the personnel order shall be placed in the member's personnel file.

A commander or deputy chief requesting that a member be designated as acting in a higher rank shall prepare four copies of a request on Inter-Office Memorandum to the chief of police (through official channels) explaining the reason for the assignment, the effective date, the duration, and the date on which the officer will qualify for the out of class pay (which shall be retroactive to the first day). The requesting commander or deputy chief shall retain one copy and three copies shall be submitted through official channels to the chief of police. If approved by

the chief of police, one copy shall be forwarded to Fiscal Operations, one copy shall be returned to requesting commander or deputy chief, and one copy placed in the concerned member's department personnel file.

If the request is denied, all copies will be returned to the commander or deputy chief who submitted the request. After the chief of police makes a determination in the matter, the member involved will be advised of the status. If the request is denied, a new assignment will be granted upon the member's request. On or about the effective payroll date, the commander or deputy chief submitting the request shall contact Fiscal Operations by phone for confirmation.

#### 401.6- 7.8 Out of class pay

Out of class pay will be paid after a member is officially designated by the chief of police to perform the duties of a higher rank for a period of thirty consecutive days in an available budgeted position. Such pay shall be retroactive to the first day of such assignment. This procedure does not affect the authority of a commanding officer to assign a member as the officer in charge of a given entity within the command; however, such an assignment shall not entitle the member to out of class pay.

#### 401.6 - 8 Paychecks

##### 401.6- 8.1 Release of paychecks

Police Payroll will release the paychecks for commands operating on a 24-hour basis to the custody of the officer in charge of the First Precinct desk on the Thursday prior to a scheduled payday. However, the officer in charge of the desk shall not permit distribution of paychecks prior to 7:00 p.m. Paychecks for commands operating only on the day shift shall be distributed on Friday at 8:00 a.m. at Fiscal Operations.

##### 401.6- 8.2 Responsibility

All commanding officers shall be responsible for the safekeeping and proper distribution of all paychecks received by their respective commands. The commanding officer of the First Precinct shall have the additional responsibility of receiving and ensuring the safekeeping of all paychecks released to the custody of the officer in charge of the First Precinct desk by Fiscal Operations, until such time as they have been distributed to the proper commands.

##### 401.6- 8.3 Safekeeping

When a command receives a paycheck for any member or employee who is not available to pick it up due to an extended leave such as illness, furlough, etc., the paycheck shall be kept locked in a safe or drawer until such time as the member or employee, or designee reports to pick it up.

##### 401.6- 8.4 Distribution

It shall be incumbent upon all commands to pick up their respective payrolls at the earliest possible time after release to the officer in charge of the First Precinct desk. A payroll distribution list shall be maintained at the First Precinct desk and shall be retained for a period of one month. Each member or employee shall be required to display proper identification when picking up a payroll, unless identity is already known by the member or employee distributing the payroll. Further, each member or employee shall be required to sign name, badge number, where applicable, and assignment on the distribution list at the time the payroll is picked up.

##### 401.6- 8.5 Paycheck distribution list

Each commanding officer shall maintain a paycheck distribution list comprised of the name of each member and employee of the command. Each member or employee shall be required to sign on the list upon receipt of the paycheck. Commanding officers shall retain each paycheck distribution list for a period of sixty days.

##### 401.6- 8.6 Family member

When an immediate family member comes in to pick up a sworn or non-sworn member's paycheck, i.e., husband, wife, son and/or daughter. The member or employee who is distributing the checks shall be responsible for ensuring that such family member displays proper identification and signs the check distribution list prior to the check being released.

#### 401.6- 8.7 Other than a family member

When a person other than a family member comes in and requests to pick up a member or employee's paycheck the member or employee distributing the check shall require such person to display proper identification. Furthermore, the sworn or non-sworn member distributing the check shall contact the sworn or non-sworn member whose check is being picked up, and verify that such person was designated to pick up the check. The person to whom the check is released shall then be required to sign the check distribution list.

#### 401.6- 8.8 Notification of unusual circumstances

The commanding officer of Fiscal Operations shall be notified of all unusual circumstances involving paychecks. Such circumstances shall include paychecks that are sent to the wrong location, undeliverable paychecks, and paychecks that are lost, destroyed, mutilated, etc.

Any member or employee who discovers or is aware of an unusual circumstance, as set forth above, shall report it to the supervisor on-duty without delay. The supervisor shall ensure that Fiscal Operations is notified immediately during normal business hours, which are 8:00 a.m. to 4:00 p.m., Monday through Friday. Unusual circumstances during all other hours shall be reported promptly at the start of the next business day.

#### 401.6- 8.9 Misdirected

When a member's or employee's check is released or distributed to the wrong location, the paycheck shall be hand delivered to Fiscal Operations and Fiscal Operations shall be notified by telephone that the paycheck is being returned.

#### 401.6- 8.10 Undeliverable

Any paycheck that is not picked up by the proper person within 72 hours following distribution shall be hand delivered to Fiscal Operations. Furthermore, Fiscal Operations shall be notified by telephone that the paycheck is being returned. This procedure shall be followed only in those instances where it is not known if the check will be picked up within a reasonable time thereafter.

#### 401.6- 8.11 Missing

Prior to distributing paychecks, all commanding officers shall ensure that an inventory has been taken in order to determine if any paychecks are missing. If a member's or employee's paycheck is missing prior to distribution, a thorough search of the immediate area shall be made to ensure that the check was not misplaced, concealed or inadvertently knocked or blown to the floor. If, after the search, the check is not found, the officer in charge of the command shall ensure that the commanding officer of Fiscal Operations is notified. If it is determined that the missing check was released by Fiscal Operations for distribution, the commanding officer of the concerned command shall cause an investigation to be initiated in an attempt to determine the circumstances leading to the check's disappearance and/or recovery.

#### 401.6- 8.12 Lost

A sworn or non-sworn member who loses a check after distribution shall notify the supervisor on-duty at that member's place of assignment, as well as Fiscal Operations, as soon as possible. If a lost check is recovered after it has been reported to Fiscal Operations, the officer in charge of the concerned command, when such recovery is made, shall ensure that the commanding officer of Fiscal Operations is notified at the earliest possible time following the recovery.

#### 401.6- 8.13 Mutilated or destroyed paychecks

If a sworn or non-sworn member's paycheck is mutilated or destroyed beyond redemption, the member or employee shall report directly to Fiscal Operations with the remnants of the paycheck. Fiscal Operations will determine if an immediate re-issue is warranted, or initiate the proper procedure for re-issue at a later date.

#### 401.6- 8.14 Stop Payment Form

In all cases of a lost or missing paycheck, a stop payment order shall be prepared and forwarded to the Finance Department, Coleman A. Young Municipal Center. In order to minimize the possibility of a lost check being forged and cashed, sworn and non-sworn members are urged not to endorse their paychecks until they are ready to redeem them. Any member who loses a paycheck after it has been endorsed will not receive a substitute check should the original check be cashed.

#### 401.6- 8.15 Affidavit

If necessary, an affidavit shall be prepared giving the circumstances of the lost, missing, destroyed or mutilated paycheck.

#### 401.6- 8.16 Replacement Check Form

A request for replacement shall be prepared when necessary.

#### 401.6- 8.17 Advance paychecks

A sworn or non-sworn member needing an advance paycheck prior to a scheduled pay day for exceptional purposes such as a scheduled furlough, may request an advance check by filling out an Advance Check Request, D.P.D. 275. This request, giving the reasons for needing a check in advance, should be submitted to Fiscal Operations at least eight calendar days prior to the date on which the check would normally be issued. The member requesting the advance check shall bring it to Fiscal Operations. Whenever possible these requests will be honored. Requests for exceptions to the above should be addressed, through official channels, to Fiscal Operations.

#### 401.6- 8.18 Direct deposit

Direct deposit of a paycheck to a checking account is available to Sworn and non-sworn members. Personnel wishing to exercise this option shall prepare the necessary form in person at Fiscal Operations.

#### 401.6 - 9 Deduction information

##### 401.6- 9.1 Employee data

The following information relates to the non-negotiable statement of earnings and deductions, which is attached to the paycheck:

1. The employee's pension number and social security number are located in the top left corner;
2. The letter to the right of the word "Payroll" indicates the payroll cycle for the employee;
3. The dates of the payroll period and the date the check is issued follow to the right;
4. The employee's name is entered in the space below the payroll period;
5. Blanks are located to the right of the employee's name for direct deposit to bank accounts;

6. Entries will be made in these blanks only if the employee elects this option.

#### 401.6- 9.2 Earnings

The earnings section is divided into three columns:

1. Kind of Time;
2. Time/Unit;
3. Amount.

#### 401.6- 9.3 Kind of time column

The Kind of Time column lists the type of earnings, i.e., regular time, overtime, shift premium, holiday, sick, etc.

#### 401.6- 9.4 Time/Unit column

The Time/Unit column lists the units of payment in hours of contractual units.

#### 401.6- 9.5 Amount

The Amount column lists money earned for each category listed in the Kind of Time column.

#### 401.6 - 10 Taxes, Deductions and Reimbursements

This section is divided into three types of columns.

1. Type (of deduction);
2. Amount;
3. Year to Date. (YTD)

#### 401.6- 10.1 Types of deductions

The most common types of deductions are preprinted including:

1. F.I.C.A.;
2. Federal withholding tax;
3. Michigan withholding tax;
4. Detroit withholding tax (year to date accumulations appear to the right of tax deductions);
5. Hospitalization (Bankers, Blue Cross/Blue Shield, etc.);
6. Benefit Plan (mandatory life insurance plan for all city employees);
7. Life Insurance;



8. Retirement Deduction;
9. Bonds;
10. Déferred Pay Plan;
11. Survivor Benefit;
12. Credit Union Shares;
13. Bond Purchase (when enough money has been deducted from previous checks or the current check to purchase a bond, the amount of the bond purchase will be entered here);
14. Bond Balance (when a surplus amount of money has been deducted from previous checks or from the current check after purchase of a bond, the balance will be carried forward until enough money has been deducted for another bond).

401.6- 10.2 Year to Date

This section lists the cumulative gross earnings for the year and the amount of vacation time, compensatory time, prior compensatory time, sick time, and reserve sick time. Time banks are listed in hours. The total gross pay, total taxes and deductions, and amount of check are listed in horizontal order at the bottom of the check stub.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**401.7**  
**WORK PERIOD TIME REPORT**

**401.7 - 1 PURPOSE**

The purpose of this directive is to outline the guidelines necessary for accurately documenting the time worked by members of the Detroit Police Department.

**401.7 - 2 Procedure**

Time keeping of all commands shall be recorded on the Work Period Time Report, and shall accurately reflect entries transcribed from the Desk Blotter, Daily Detail Sheet and overtime reports. A supervisor shall resolve discrepancies between any of these entries and entries on the work period time report. The work period time report shall be maintained in a time bookbinder. Commanding officers are responsible for the proper timekeeping of each payroll unit within their command.

**401.7 - 3 Entries**

All timekeeping entries shall be made in black or red ink.

1. Entries in black ink indicate time worked.
2. Entries in red ink indicate time not worked.
3. All court time, overtime and recall time earned shall be entered at straight time.
4. When it becomes necessary to correct an entry, it shall not be made by an erasure but by drawing a line through the error and re-entering the information just above the original entry.
5. The person responsible for making the change shall indicate in the "Remarks" column the reason for such change and shall then enter the date and signature.

**401.7- 3.1 Indicating symbols for time worked**

The symbols listed below entered in black ink have the following meanings excluding roll call time.

M - Midnights. Shift starting between 7:00 p.m. to 3:59 a.m.

D - Days. Shift starting between 4:00 a.m. to 10:59 a.m.

A - Afternoons. Shift starting between 11:00 a.m. to 6:59 p.m.

Any entry requiring the use of one of the above symbols shall be made in the lowest portion of the date block. An M, D, or A entered in black in the lower portion of the date block with no red entry in the middle or upper portion of the date block indicates that the member has worked a full shift on midnights, days or afternoons depending on the symbol used.

**401.7- 3.2 Symbols indicating time not worked**

The symbols listed below that are entered in red ink have the following meaning.

1. L - Leave day
2. HF - Holiday furlough
3. S - Sick
4. HJD - Holiday jury duty
5. LS - Sick on a leave day
6. HLD - Holiday limited duty
7. D - Disabled
8. HLP - Holiday late posting
9. LD - Disabled on a leave day
10. E - Emergency day
11. F - Furlough
12. H8 - Eighth holiday
13. FL - Funeral leave
14. H9 - Ninth holiday
15. BV - Bonus vacation day
16. ANP - Absent no pay
17. H - Holiday not worked
18. AWL - Absent with leave
19. HR - Holiday refused
20. AWOL - Absent without leave
21. HS - Sick on a holiday
22. X - Suspended
23. HD - Disabled on a holiday
24. MT - Military training

#### 401.7- 3.3 Common entries

Common entries in red ink, L, S, F, D, and FL, signifying respectively that the member was absent the entire shift because of being on leave, sick, furlough, disabled, or taking a funeral leave day. A red LS or LD indicates that the member was sick on a leave day or disabled on a leave day. A red HS or HD indicates the member was sick on a holiday or disabled on a holiday. A red H indicates that a member had a holiday off. An M, D, or A in black

ink in the lower third of the date block of a holiday indicates the member worked the holiday.

#### 401.7 - 4 Symbols indicating compensatory time

##### 401.7- 4.1 Off-duty court time

Off-duty court time for which a member is to be compensated by the department shall be recorded in black ink.

##### 401.7- 4.2 Overtime

Overtime shall be recorded in black ink followed by the letters, "O.T."

##### 401.7- 4.3 Recall

Recall time shall be recorded in black ink preceded by the letter, "R". The time recorded shall include travel time.

##### 401.7- 4.4 Jury duty

Jury duty service performed while a member is scheduled to work platoon two shall be recorded in black ink by the letters J/D.

##### 401.7- 4.5 Compensatory

Department approved compensatory time earned shall be recorded in black ink followed by the letters "C.T." Compensatory time taken by a member shall be recorded in red ink followed by the letters "C.T."

##### 401.7- 4.6 Premium time - not worked

When a member starts a shift and does not complete that particular shift due to illness, time off, etc. a red number indicating the time for which a member is to receive no premium pay shall be recorded.

##### 401.7- 4.7 (1/2) Sick day

When a lieutenant, sergeant or investigator starts a shift and does not complete that particular shift due to illness and, if the member is to be charged one-half (1/2) sick day a red number "1/2" followed by the letter "S" shall be recorded in the middle portion of the date block.

##### 401.7- 4.8 Hours sick

When a police officer starts a shift and does not complete that particular shift due to illness, the amount of sick time taken followed by a letter "S" shall be entered in red ink in the middle portion of the date block.

##### 401.7- 4.9 Military training

Members in military training shall be listed with the symbol M/T when the time is not covered by furlough or accumulated leave time.

#### 401.7 - 5 Time earned or taken off

Recording court, overtime or other time earned or taken off involves using the upper two portions of the date block. Hours earned shall be recorded in black ink and hours taken off recorded in red ink. When a member earns time or takes time off, it shall be recorded in the middle portion of the date block. When a member earns and takes time off the same date the black number shall be recorded in the top portion of the date block and the red number in the middle portion of the date block. The lower portion of the date block is used to indicate the shift to which a member is assigned.

For example, when a member uses four hours of compensatory time while working the midnight shift, a red "4 C.T." is inserted in the middle portion of the date block and a black "M" is inserted in the lower portion of the date block.

1. If a member uses eight hours of compensatory time while working the afternoon shift, a black "A" is inserted in the lower portion of the date block and a red "8 C.T." in the middle portion of the date block.
2. If a member works midnights or afternoons and also spends four hours in court off duty, a black M or A is inserted in the lower portion of the date block and a black "4" in the middle portion of the date block.
3. Likewise, if a member works overtime, the actual number of hours worked shall be entered in the middle portion of the date block in black followed by the letters "O.T." and a black M, D, or A shall be entered in the lower portion of the date block.

#### 401.7 - 6 Holiday pay

Any sworn member who works a shift during which four or more regularly assigned hours, excluding overtime, extend into a paid holiday, shall be entitled to holiday pay for the entire eight hour shift; provided however, that the application of this rule shall not entitle any member to more than eight hours holiday pay for regular hours worked on a single holiday.

In effect, this rule means that a member who works a shift, which begins at 8:00 p.m. excluding roll call or later on the eve of a holiday, is entitled to holiday pay for eight hours. Members who qualify for holiday pay under these circumstances shall be considered to have worked a holiday and must rotate positions on the existing holiday list.

If a member working on July 3rd is assigned to a shift in which four or more assigned hours are worked on July 4th, the appropriate working symbol shall be entered in the lower portion of the July 3rd date block and a black 8H in the middle portion to ensure holiday pay. A red "H" shall be entered in the July 4th date block. However, if a member is scheduled to work both July 3rd and July 4th this procedure shall not apply.

A member who is on leave or otherwise absent on July 3rd but works July 4th regardless of the shift starting time is still entitled to holiday pay as in the past if the official entry in the time book is recorded on the designated date on which the holiday is celebrated.

In those cases where a member works four or more hours into a holiday as a result of overtime, the member is not entitled to full shift holiday pay; the overtime hours shall be compensated at the rate of regular time and one half in cash or compensatory time as the member's option dictates.

#### 401.7- 6.1 Holidays falling on weekends

The paid holiday, for all members of the department, will be the actual holiday date. Should the holiday fall on a weekend, the paid holiday will still be the actual holiday date. All sections and units normally closed on weekends will close on Friday if the holiday falls on Saturday or they will close on Monday if the holiday falls on Sunday. The Friday or Monday will be the leave day.

#### 401.7- 6.2 Eighth and ninth holidays

Eighth and ninth holidays shall be recorded by inserting a red "H8" or "H9" in the lower portion of the date block.

#### 401.7- 6.3 Compensatory time for specific holidays

All members who must work including those who are absent due to sick, bonus vacation days, furlough, or other paid time, or leave, will be granted eight hours compensatory time for Christmas Eve and eight hours compensatory time for New Year's Eve. All members of the department working in non-essential positions shall be granted eight hours off as compensatory time on Christmas Eve and eight hours off as compensatory time on New Year's Eve, on all platoons, if they can be spared.

All members who shall work including those who are absent due to sick, bonus vacation days, furlough, or other paid time, or leave, will be granted four hours compensatory time for Good Friday. All members of the department working in non-essential positions on platoon two shall be granted the last four hours off as compensatory time on Good Friday, if they can be spared.

Lieutenants, sergeants and investigators who shall work, including those who are absent due to sick, bonus vacation days, furlough, or other paid time, or leave, will be granted eight hours compensatory time for Martin Luther King's Birthday. Lieutenants, sergeants and investigators working in non-essential positions shall be granted eight hours off as compensatory time on Martin Luther King's Birthday, on all platoons, if they can be spared.

When granted, this time shall be recorded in the appropriate date block in black on the monthly time report. It is not necessary to use any symbol since the date of the entry is self-explanatory.

#### 401.7- 6.4 Changing sick time to disabled time

A request to change a member's payroll record previously reported as sick time to disabled time must be authorized by the department physician in writing on an inter-office memorandum. Upon authorization by the department physician, the Medical Section shall complete four copies of the Payroll Adjustment Request, D.P.D. 65. The Medical Section shall ensure that those boxes on the request labeled "Member Was Carried", "Dates Carried", and "Should Have Been Carried", are completed. The Medical Section shall confirm the dates with the member's timekeeper.

The Payroll Adjustment Request, shall be distributed in the following manner: the original and one copy shall be forwarded to Payroll Operations; one copy retained by the Medical Section; and one copy forwarded to the member's command. The member's command shall enter the changes on the Work Period Time Report, D.P.D. 268 and place the request in the member's file.

A member suffering a reoccurrence of an injury or illness for which the member had been carried disabled will be carried sick until a determination of sick or disabled status has been made by the department physician.

#### 401.7- 6.5 Emergency time

When a member is carried E, for an emergency, it shall be marked in the time book with a red E and the reason shall be inserted in the remarks column of the time book.

#### 401.7- 6.6 Leave days during periods of illness, disability or suspension

Any regularly scheduled leave days during the period when a member is carried sick or disabled shall be marked in the time book as leave sick (LS) or leave disabled (LD). These symbols are for the information of departmental units exclusively. Such days will be reported on the bi-weekly time and attendance report only as leave days.

Pre-scheduled leave days shall be changed only by mutual consent of the member and the department.

When scheduling leave days for a new work period, persons on extended sick or disabled time shall be scheduled to ensure that all leave days due for the work period will be liquidated. However, not more than five working days shall be scheduled consecutively without being followed by two leave days. For purposes of this chapter, extended sick or disabled time shall mean five or more days.

Leave days during suspension shall be handled in the same manner as when a member is carried sick or disabled.

#### 401.7- 6.7 Canceled leave and furlough days

When a member works any part or all of a leave or furlough day, the L or F symbol shall remain unchanged but a black M, D or A shall be entered in the middle portion of the date block depending on the shift worked.

In the upper portion of the date block shall be entered the number of hours worked at straight time followed by the letters "O.T." This time shall be computed as overtime in the normal manner.

#### 401.7 - 7 Overtime

All overtime earned by members below the rank of inspector shall be compensated at the rate of time and one half in compensatory time or cash subject to the provisions cited below.

A member shall be entitled to overtime compensation at time and one-half for all compensable hours of work in excess of eight in a single day. A normal daily tour of duty shall consist of eight hours of work, exclusive of a thirty minute meal period which shall not be compensable or counted as time worked for the purposes of computing overtime unless the member is denied such period by competent authority. The tour of duty shall include time spent at the normal roll call. For purposes of applying these overtime rules, normal roll call shall be deemed to consist of fifteen minutes at the beginning of a day's assignment and fifteen minutes at the end of the assignment.

While the first fifteen minutes after the hour is considered working time used for off duty roll call, overtime credit shall be granted from the hour when a member is required to work beyond the normal quarter hour. For example, if a member working platoon two works until 4:30 p.m., the member shall be granted thirty minutes overtime rather than fifteen minutes. Such overtime shall be recorded daily in the time book at straight time.

When applying overtime rules, time off due to furlough, liquidation of compensatory time, sick leave, and other paid absence shall be considered as time worked.

When an emergency makes it necessary for a member to work all or part of a furlough or leave day, excluding court appearances, such time shall be considered as overtime. Any complete furlough or leave days for which overtime credit is given shall be canceled.

Members injured while on-duty and conveyed to the hospital will not receive overtime if the hospital requires them to stay beyond their normal off-duty time.

Overtime provisions shall apply only to overtime actually worked and directly connected with the member's basic assignment. Overtime due to such operations as the Band, Court Time, Recall and Off-duty Stand-By are specifically excluded from these provisions.

Overtime will be worked only in necessary situations and may be authorized only upon-approval of the officer in charge of the command, or by an immediate supervisor under exigent circumstances.

All overtime entries in the time book shall be recorded at straight time followed by the letters "O.T.", e.g., 4-O.T. Overtime shall be converted on a bi-weekly basis.

In no case shall overtime or other premium compensation be pyramided, duplicated, compounded or paid twice for the same hours of work.

#### 401.7- 7.1 Authorizing

The supervisor who authorizes overtime shall be responsible for ensuring that it is properly documented. In addition to the time book entry, an entry shall be made in an activity log or Desk Blotter recording the members who worked the overtime, the nature of the overtime activity, the amount of overtime worked, and the supervisor who authorized the overtime. In the absence of an Activity Log or Desk Blotter, an Inter-Office Memorandum, shall be prepared containing the above information. Such memoranda shall be signed by the section commanding officer and filed in the command's unit file for a period of three years.

A detailed description of all overtime shall be forwarded on Inter-Office Memorandum on a monthly basis to the chief of police, through official channels. Overtime for assigned-out members shall be listed by the temporary command. Overtime for members assigned to temporary details (i.e., festival, fun run, baseball game, etc.) shall be listed by the parent command.

#### 401.7- 7.2 Worked by assigned-out members and members assigned to temporary details

The commanding officer of the parent command shall be responsible for requesting from the temporary command all time worked by assigned-out members, including overtime. This notification will be made by telephone bi-weekly at the end of each payroll period. Immediately following this notification, the commanding officer of the temporary command shall prepare and submit to the commanding officer of the parent command, through channels, an Inter-Office Memorandum identifying the members, indicating the amount of overtime worked, and the reasons for the time. Such memorandums shall be filed at the parent command for a period of three years.

In the event that the assignment is a temporary detail baseball game, fun run, etc., the above procedures will similarly apply as follows. The officer-in-charge of the temporary detail shall be responsible for notifying the officer-in-charge of the parent command by telephone of any overtime as soon as practicable after the detail. An Inter-Office Memorandum shall be prepared by the commanding officer of the temporary command immediately following this notification and submitted as stated above.

#### 401.7- 7.3 Roll call preparation

With the exception of precincts, compensation for roll call preparation overtime is limited to those commands, which have formal roll calls, provided prior approval has been obtained by the commanding officer from the next higher authority. Except in the precincts, the number of supervisors so assigned will be determined as needed by the commanding officer, but shall not exceed three for each formal stand-up, on-duty roll call. The number of supervisors assigned to roll call preparation in the precincts shall be three. The assignment of roll call preparation time shall be rotated among supervisors insofar as is practicable. Roll call preparation time shall be paid as fifteen minutes of overtime for those so assigned.

Roll call preparation overtime shall be entered in the time book as on a daily basis in one of the upper portions of the date block. At the end of the bi-weekly payroll period all roll call preparation time shall be totaled and converted at time and one half rate and any product of five hundredths or over shall be recorded to the next higher tenth. The converted total shall be entered as overtime on the member's Time Card.

#### 401.7- 7.4 Payment options computer printout.

Near the end of each fiscal year the Financial Operations will distribute two copies of a computer printout along with special instructions for completion to commanders. The computer printout shall contain the names of members by payroll unit within the command. Commanders shall be responsible for ensuring that the computer printout is completed and submitted to the Financial Operations prior to the date established by the Financial Operations.

#### 401.7- 7.5 Option for pay or no pay.

All members are required to sign the list in the appropriate area, indicating their preference to be paid in cash or compensatory time for overtime worked. Once a member elects or does not elect to take time instead of cash payment, the member is restricted to that choice for the entire fiscal year. At the member's option, the first seventy-five hours straight time (112.5 hours converted at time and one half) in the fiscal year may be paid either in cash or in compensatory time. All overtime beyond the first 112.5 converted time hours shall be paid in cash. In any fiscal year, not more than 112.5 converted time hours may be earned as compensatory time as a result of overtime worked. However, to comply with F.L.S.A. requirements, such overtime shall be paid in cash rather than granting compensatory time when the member's post April 15, 1986 compensatory time bank reaches four hundred-eighty hours. The computer is programmed based on the member's selection.

The completed original shall be returned to the Financial Operations prior to the date established by the Financial Operations and the copy shall be retained by the command for a period of two years.

#### 401.7- 7.6 Computing overtime

Overtime shall be recorded at straight time on the Time Card, and will be converted on a bi-weekly basis. The overtime hours recorded shall be totaled for the payroll period. The sum shall then be multiplied at the time and



one half rate and any product of five hundredths or over shall be recorded to the next higher tenth.

For example, a member during a bi-weekly payroll period works 1.3 hours of overtime on one day and the following day works 1.2 hours of overtime. At the end of the payroll period the overtime is then totaled and converted at time and one half rate which will be 3.75 hours. The product, 3.75 hours, is then recorded to the next higher tenth, 3.8 hours.

#### 401.7- 7.7 Schedule of overtime minutes

Minutes	Tenths of Hours	Time and One Half
1- 6	.1	.2
7-12	.2	.3
13-18	.3	.5
19-24	.4	.6
25-30	.5	.8
31-36	.6	.9
37-42	.7	1.1
43-48	.8	1.2
49-54	.9	1.4
55-60	1.0	1.5

#### 401.7- 7.8 Shift premium pay

Shift premium is awarded to all sworn members of the department whose regular tour of duty begins within the hours prescribed as follows: if the tour of duty begins between 11:00 a.m. and 6:59 p.m., the rate of shift premium pay is 40 cents an hour, and, if the tour of duty begins between 7:00 p.m. and 3:59 a.m., the rate of shift premium pay is 50 cents an hour. The shift premium is paid to a member in addition to the basic rate of pay for the regular tour of duty starting within the hours designated above and any overtime hours worked in conjunction with an afternoon or midnight shift.

When a member starts a shift and does not complete that particular shift due to illness, compensatory time, etc., premium pay will be awarded only for the actual time worked.

#### 401.7- 7.9 Recall time

A sworn member below the rank of inspector is entitled to recall pay at a time and one half rate if recalled to duty after reporting off duty and before the next tour of duty. A minimum of two hours will be granted to a recalled member. Travel time, not to exceed one-half hour each way, shall be granted for travel to and from the duty station when the total time worked exceeds one hour.

However, the recall rate shall not be paid when a member works continuously beyond the normal tour without first being relieved. The recall rate shall terminate as of the hour that the next regular tour was scheduled to begin and the member will not receive any travel time back to the member's residence.

Recall pay shall not be granted when a mobilization has been ordered or when a member's leave, furlough, bonus

vacation days or compensatory time days have been canceled. A member has been directed to appear in court; or a member is given notice of a change in shift starting time prior to going off-duty.

When a member has been recalled, an entry shall be made in black ink in the upper portion of the date block indicating the number of hours actually worked including travel time preceded by the letter "R."

#### 401.7- 7.10 Jury duty

A member reporting for jury duty on or off-duty time or on a leave day, furlough day, etc., may keep the jury duty fee received. Members may receive their regular pay while serving on jury duty provided that they are scheduled to be working platoon two on that day, and provided that the jury duty fee is turned in to the department.

If the date for jury duty service falls on a member's scheduled leave day, the member may, according to procedural and contractual provisions for changing a leave day by mutual consent, request a change of leave day.

If a member is scheduled for jury duty on a day when the member is scheduled to work other than platoon two, the department will, upon request of the member, rearrange the member's work schedule so that the member will be assigned to platoon two on that date.

A member reporting for jury duty and to be carried working will have a black J/D entered in the appropriate date block on the Work Period Time Report. Jury duty service will be entered in red on the bi-weekly time and attendance report as Kind of Time 38, followed by the designation "jury duty", in Section IV.

It shall be the responsibility of the member having served on jury duty to turn in the jury duty fee to the Financial Operations. Members having served on jury duty will receive a check from the Jury Commission, which will include the jury duty fee and mileage remuneration. Only the jury duty fee is required to be turned in. Since the Financial Operations does not always have the cash on hand to make change, members having served on jury duty shall cash the Jury Commission check, and turn in to the Financial Operations the amount of the jury service fee and the Jury Commission check stub. The member will receive a receipt from the Financial Operations indicating that the fee was turned in.

#### 401.7- 7.11 Off-duty court time

All off-duty court time for members below the rank of inspector shall be compensated at the rate of time and one half in compensatory time or cash subject to the provisions cited below. In the event that a court attendance may be required while a member is on leave or furlough, the member may be carried on or off-duty at the member's option on platoon two.

Time earned in court off-duty shall be recorded in black in the appropriate date block. A minimum of three hours at straight time will be credited in the time book for each off-duty court appearance, e.g., an appearance that begins while off-duty. If the elapsed time exceeds three hours, the actual hours and tenths of hours shall be recorded.

Changing of leave days or the granting of compensatory time off, for members on platoon two or three, for the purpose of attending court at a time they are normally scheduled to work, is strictly prohibited. Off-duty court appearances for a period of less than forty-five minutes, which about a prescheduled shift, shall be paid, as regular overtime and the three hours minimum shall not apply.

Members shall not sign into any court more than thirty minutes prior to the time stated on subpoenas or court appearance notices.

When a member who is on-duty is directed to appear in court and that court appearance extends beyond the normal off-duty time, it shall be recorded as overtime and not as off-duty court time.

In each fiscal year, the first forty-hours of straight time earned (sixty hours at time and one half) shall be compensatory time. However, to comply with F.L.S.A. requirements, such off-duty court time shall be paid in cash rather than granting compensatory time when the member's post April 15, 1986 compensatory time bank reaches four hundred and eighty-hours. All off-duty court time earned in excess of this amount shall be paid at the time and

one half rate and cannot be granted as compensatory time. All court time earned in excess of the sixty converted hours shall be paid in the next bi-weekly pay period. This rule will apply even though the member may use part or all of the sixty converted hours as compensatory time. Members need not accumulate the sixty-hour total before being allowed to draw upon it as compensatory time.

#### 401.7- 7.12 Appearance in different court rooms

Appearances in different courts on the same day may be treated as separate appearances or as one continuous appearance, whichever is the less total time.

#### 401.7- 7.13 Trial Board Appeal Hearings

The following policy shall apply to a member's appearance at a Trial Board Appeal Hearing:

Members shall receive no pay or compensatory time if they are off-duty on the date of the appeal hearing. Members who are on-duty on the date of the appeal hearing shall be entitled to pay in accordance with the following procedure:

1. A member assigned to platoon two on the date of the appeal hearing shall be excused from normal duties for the purpose of attending the appeal hearing and considered on-duty while attending the appeal hearing;
2. Members assigned to other than platoon two on the date of the appeal hearing shall have the right to be carried on platoon two on the date of the appeal hearing;
3. Members scheduled for a leave day or furlough day on the date of the appeal hearing shall have the right to be carried working on platoon two. The substitute leave day or furlough day shall be scheduled by mutual consent.

The responsibility to initiate any request to be excused from normal duty, change of shift or change of leave day or furlough day for the purpose of attending a trial board appeal hearing shall rest with the member. The member shall submit the request in writing and in a timely manner to the member's commanding officer through channels. This policy shall not change the existing practices with regard to suspended members.

#### 401.7 - 8 Sick or disabled members appearing in court

##### 401.7- 8.1 Lieutenants, sergeants, and investigators

Members scheduled to work platoon one or platoon three who are carried sick will be compensated for an off-duty court appearance when they appear in court on platoon two.

Should a lieutenant, sergeant or investigator attend court on platoon two while being carried sick, the member shall be carried as sick for one-half day, and as working one-half day, provided the appearance in court is less than four actual hours.

If the court appearance is for four hours or more, the member shall be carried working the whole day. If the court appearance extends beyond the end of platoon two; the member shall be compensated at the rate of time and one-half for the actual amount of time spent in court beyond the end of the shift.

Members who are being carried disabled are already being paid for their time off and therefore will not receive compensation of any type for their appearance in court. If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one-half for the actual amount of time spent in court beyond the end of the shift.

##### 401.7- 8.2 Police officers

Members scheduled to work platoon one or platoon three who are carried sick will be compensated for an off-duty

court appearance when they appear in court on platoon two.

Should a police officer attend court on platoon two while being carried sick and the actual amount of time spent in court is less than three hours, the member shall be credited with three hours worked at straight time. For the remaining portion of the member's shift, a deduction shall be made from the member's sick time.

If the court appearance is for three hours or more, the member shall be carried working for the actual amount of time spent in court. The tenths of an hour conversion table used for overtime computation shall be used to compute the actual hours worked. For the remaining portion of the member's shift, a deduction shall be made from the member's sick time.

If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one-half for the actual amount of time spent in court beyond the end of the shift.

Members who are carried disabled are already being paid for their time off and therefore shall be carried on platoon two and will not receive compensation of any type for their appearance in court. If the court appearance extends beyond the end of platoon two, the member shall be compensated at the rate of time and one-half for the actual amount of time spent in court beyond the end of the shift.

#### 401.7 - 9 Resignations and retirements - effective date of separation

Entries made in command time books shall be identical to those on the schedule prepared by the Financial Operations on Request for Effective Date of Separation, D.P.D. 156C. Deviation from this schedule or changes in the last working day or date of separation shall be made only when absolutely necessary. If a change shall be made in the timekeeping schedule, last working day or date of separation, the Financial Operations shall be notified on an Inter-Office Memorandum. If court time or overtime is earned before using any prorated time, every effort should be made to have the member take the time prior to the last working day.



## Detroit Police Web Manual v2

**DIRECTIVE**  
**401.8**  
**SICKNESS, INJURY OR DEATH**

## 401.8 - 1 PURPOSE

The purpose of this directive is to outline the guidelines for the sickness, injuries or death of Detroit Police Department's members.

## 401.8 - 2 POLICY

Sick leave is a benefit provided to sworn and non-sworn members by the city to protect them from loss of wages due to illness. While no one would begrudge a member the right to take sick leave for legitimate medical reasons, unjustified absenteeism must be controlled. Unjustified absences adversely impact the ability of the department to carry out its various missions.

## 401.8 - 3 Injured members

When a member is injured on or off duty, the member shall prepare three copies of the Report of Injury or Disability, D.P.D. 101, within 48 hours of the injury. If the member is physically unable to prepare the report, the member's supervisor shall prepare the report. A Report of Injury or Disability must be prepared whenever the member does the following:

1. Sustains an injury, on or off-duty;
2. Is on extended sick leave;
3. Is admitted to the hospital for any reason;
4. Submits to a surgical procedure of any nature;
5. Sustains an exposure incident;
6. Is ordered to prepare a report by a supervisor.

The forms shall be distributed as follows:

1. The original and a copy shall be forwarded to the Medical Section;
2. One copy shall be given to the member;
3. One copy shall be given to the member's command.

The Report of Injury or Disability shall be forwarded to the Medical Section and accompanied by all supporting documentation such as the Preliminary Complaint Record (PCR), D.P.D. 108, Activity Log, D.P.D. 250, Use of Force Report and/or a Police Action Incident Report (PAIR), D.P.D. 650.

**Except when reporting exposure incidents, members submitting injury reports claiming duty related injury or illness must be immediately referred for medical evaluation. Members reporting on duty injuries who are in need of emergency medical treatment shall be referred to a hospital emergency room. Members reporting non-emergency medical treatment or evaluation of a duty related injury or illness shall be referred to an authorized clinic.**

**Injury reports submitted for a non-duty related injury or illness will be reviewed by the department physician who will determine the need for department medical evaluation of the member. Members reporting non-duty related injuries or illnesses that require medical attention shall be advised to seek private medical care at their own expense.**

If the member is reporting an exposure incident or suspected exposure incident which involves a bloodborne/airborne pathogen, a hazmat/toxic substance or contact with a communicable disease, the member must also complete the "exposure Incident Supplement: on the reverse side of the Report of Injury or Illness. The section "Source Individual" and "Exposure Type" must be completed. The section "Request to Test Source Individual for HIV/Hepatitis" need not be completed unless the member reporting the exposure is requesting the source individual be tested as permitted by statute. The source individual must be a police prisoner.

#### 401.8 - 4 Reporting illness or injury

##### 401.8- 4.1 Sick calls – duty related

Members unable to report for duty because of illness or injury shall have their duty station notified not less than one hour before roll call. In such circumstances, a member calling in sick will not be allowed to work until the member's next scheduled tour of duty.

The supervisor receiving the notification shall be advised of the nature of the illness or injury and whether the member believes such illness or injury to be duty related. If the member believes the illness or injury is duty related, the supervisor shall order the member to report to the appropriate departmental medical facility for examination and treatment. The member shall report to the clinic at the scheduled starting time of the member's shift. The supervisor shall then contact the clinic by phone to authorize examination and treatment. In addition to making a blotter entry, the supervisor shall prepare three copies of the Documentation of Sick Call, D.P.D. 353, and distribute it as outlined on the form..

##### 401.8- 4.2 Sick calls – non-duty related

If the member indicates the illness or injury is non-duty related, the supervisor shall excuse the member sick. However, this does not preclude a supervisor from ordering a member to the Medical Section or authorized clinic for a fitness evaluation when circumstances warrant such action. Prior to sending a member to the Medical Section during normal business hours, the supervisor shall contact the Medical Section. If after hours, the supervisor shall contact one of the contract clinics and specifically authorize a fitness evaluation only. The Medical Section shall be notified of this action on the next regular business day. Whenever a supervisor orders a member for a fitness evaluation, the facts and circumstances shall be documented on an Inter-Office Memorandum, D.P.D. 568, and sent immediately and directly to the Medical Section.

Members calling in sick as a result of a non-duty related illness or injury shall not be authorized to utilize the services of an authorized clinic.

This report shall be completed by the supervisor receiving the information for all notifications regardless of whether the injury or illness was on or off-duty.

##### 401.8- 4.3 Psychological/Stress related illness

If a member is unable to finish the shift because of a psychological/stress related illness and indicates the illness is duty related, the supervisor shall notify the Medical Section by telephone during regular business hours or through the Notification and Crime Reporting Section, at all other times, and shall be guided by the advice of the commanding officer of the Medical Section. Member shall not be sent to an authorized clinic for psychological or stress related problems.

##### 401.8- 4.4 Hospitalization

If a member is hospitalized, the officer in charge shall be notified and shall cause the Medical Section to be notified during the next regular office hours, of the nature of the illness or injury and the hospital to which the member was

admitted. When a member is in critical condition and/or requires immediate surgery for an on-duty related injury or illness and the Medical Section is closed, the commanding officer of the Medical Section shall be notified immediately through the Notification and Crime Reporting Section.

#### 401.8- 4.5 Unable to complete shift

When a member starts a shift but is unable to finish the shift because of illness or injury, the supervisor, in addition to making a blotter entry shall prepare and distribute three copies of the Documentation of Sick Call. A member who believes this illness or injury to be duty related shall be ordered to report immediately to the appropriate medical facility. The supervisor shall provide the member with an Authorization For Treatment Form for examination and treatment at the authorized clinic.

#### 401.8- 4.6 House calls

Under normal circumstances, department physicians will not make visits to an individual member's home. When attending to a sick member, a department physician shall issue the member a notice stating the nature of the illness and whether or not the member shall remain off-duty.

The notice shall be turned in to the commanding officer when the member returns to duty. A member on extended sick leave can, as necessary, be required to keep the commanding officer advised of the member's incapacity and expected date of return.

#### 401.8- 4.7 Restricted Duty Status

Medical clinics are authorized to certify members "restricted duty" for up to 6 working days. Members placed on restricted duty by a clinic will be given a return date and time to report to the clinic for examination or treatment during the clinic's normal working hours. If the member remains on restricted duty on the 7th day, the member must report to the Medical Section for an examination and duty status determination. If the 7th day falls on a weekend or holiday, the member shall report to the Medical Section on the first business day following the weekend or holiday.

No referral to a medical specialist is authorized by a medical clinic. The Medical Section will make all referrals for treatment by specialists.

Members who have been placed on restricted duty and call in sick because of that duty-related illness or injury shall be ordered to report to the Medical Section during normal business hours or to an authorized clinic during all other hours for examination, treatment and determination of ability to work. Members certified able to work will be required to report to their duty stations upon release from the Medical Section or authorized clinic.

The chief of police makes restricted duty assignments. When members are taken off restricted duty, they shall report immediately with their Duty Status form to their duty assignment. The Medical Section will make notification of the change of duty status to the member's command.

A member on restricted duty normally shall not wear a uniform except under emergency conditions when ordered by the member's commanding officer. In such cases however, the member shall not leave the building or travel to and from work in uniform.

#### 401.8- 4.8 Determination of duty status and compensability

It is the responsibility of a department physician to determine whether the illness or injury of a member is duty related and to assign a member a duty status. Authorized clinics may make an interim duty status determination regarding the member's immediate fitness for duty.

#### 401.8- 4.9 Timekeeping procedures

When a member sustains an original injury in the performance of duty during the member's regular duty hours and

is unable to complete the tour of duty, the member shall be carried disabled. At all other times, the member shall be carried sick until a department physician makes a final determination. Under no circumstances shall the status of a member being carried sick or disabled be changed in the time book or other department records without the written authorization of a department physician. Once the department physician has determined the injury is duty-related, the member shall make a written request to the commanding officer of the Medical Section to have any days the member was carried sick changed to disabled. Once the dates are verified by the member's command, the Medical Section shall effect the change by preparing a Payroll Adjustment Request, D.P.D. 65.

Members are automatically assigned to platoon two while disabled. As a condition for continuing disabled status or restricted duty status and the benefits thereof, members must submit to all reasonable examinations ordered by the department. Failure to do so will lead to immediate termination of disabled or restricted duty status and benefits. Members have a duty to immediately inform the Medical Section if their condition improves.

#### 401.8- 4.10 Medical fraud

**The Department owes an obligation to the majority of its members, who are hardworking and professional, and the community they serve not to tolerate medical fraud. Violations will result in disciplinary action, including in appropriate cases dismissal from the Detroit Police Department and referral for criminal prosecution.**

The definition of medical fraud is the intentional deception or misrepresentation, either in writing or orally or through demonstrated behavior that an individual knows to be false and does not believe to be true and makes, knowing that the deception could result in some unauthorized benefit to him or her or some other person.

Any member making a false claim of injury or illness or otherwise misrepresenting their ability or fitness for duty shall be subjected to departmental and/or criminal proceedings.

The following are examples of medical fraud (not inclusive):

1. Claiming an injury occurred when one did not;
2. Falsifying or misrepresenting information in order to remain in a restricted disabled or sick status;
3. Falsifying information so that a non-work related illness or injury is interpreted as work related;
4. Altering medical certificates.

#### 401.8- 4.11 Malingering

The definition of malingering is the deliberate exaggeration of psychological and/or physical complaints for the purpose of tangible gain (e.g., medical benefits). Access to resources for members with valid concerns can be obstructed as well as costs escalated by needless tests for falsified symptoms.

#### 401.8- 4.12 Reporting Of Medical Fraud and Abuse

All members have a duty to report any known violations of any rules and regulations, orders, policies and procedures, and laws. In addition, any members having information concerning possible abuse by another member of sick, disabled, or restricted status shall immediately report such information in writing to the Commanding Officer of the Medical Section either direct or through channels.

#### 401.8- 4.13 Absence From Residence For More Than 48 Hours

Members must inform their commanding officer of where they can be reached whenever absent from their residence in excess of 48 hours by completing a DPD #261. The supervisor acknowledging such notice shall forward a copy of the DPD #261 to the Commanding Officer of the Medical Section either direct or through channels for all officers on sick, disabled, or restricted duty status.



## 401.8- 4.14 Outside Employment or Business Activity

Under no circumstances may a member engage in any outside business or employment activity while on sick or disabled status.

## 401.8- 4.15 Exacerbation of previously reported injury

Any member sent to an authorized clinic for an exacerbation of a previously reported duty related injury and who is excused from work or placed on work restriction by the authorized clinic must report to the Medical Section during the next regular business hours. A supplemental Report of Injury or Illness shall be prepared providing information about the prior injury and the current exacerbation or complaint must be submitted by the member.

## 401.8- 4.16 Visits by ranking officers

Members reporting sick may be visited by some designated superior officer, for the purpose of determining the seriousness of the member's illness, and the need for rendering any assistance necessary for the welfare of the member and the member's family.

## 401.8- 4.17 Report for duty when ordered

Any member reported fit for duty by a department physician or authorized clinic that does not report at the roll call indicated by the physician shall be considered absent without leave.

## 401.8 - 5 Utilizing approved medical facilities

In order to provide more expeditious treatment for members injured in the performance of their duties, utilize health services more appropriately, and contain health care costs, the Medical Section will designate medical clinics to be utilized by members for treatment of all non-life threatening injuries sustained by members in the performance of their duties.

Any problems that are encountered by members utilizing the medical services of the authorized clinic should be reported to the Medical Section immediately either in writing or by telephone. Hospital emergency room treatment will continue to be used whenever on-duty injuries are serious in nature, which may require surgery or admission on an in-patient basis.

**Whenever a member is admitted to a hospital or undergoes a surgical procedure as the result of an emergency room treatment the Medical Section must be notified during the next regular hours of the Medical Section.**

**Hospital emergency rooms are not authorized to make an administrative determination as to the member's duty status, eg. restricted duty, disabled, etc., therefore upon discharge from the emergency room or hospital the member must contact the Medical Section to schedule a department physician evaluation and duty status determination. Members shall not be allowed to return to work in any status without first obtaining a duty status determination.**

## 401.8- 5.1 Authorized clinic treatment procedures

Members incurring a new on-duty injury or illness will report for treatment to an authorized clinic only after receiving authorization from a supervisor. The supervisor shall provide the member with a "Medical Clinic Authorization" form and place a telephone call to the authorized clinic to notify them of the authorization.

Members reporting for treatment at an authorized clinic shall sign in at the clinic desk. After the examination and treatment is concluded, the member will be given a work status. Members shall immediately return to their command where a copy of the work status report will be turned over to a supervisor and the Report of Injury or Illness, DPD 101, completed.

The authorized clinics are authorized to certify members unable to work for up to three days. If the member is still unable to work on the fourth day, the member will report for examination and determination of duty status to the Medical Section during normal business hours. If the fourth day falls on a weekend, the member shall wait until Monday to report to the Medical Section. All referrals for treatment by specialists will continue to be made by the Medical Section.

Members certified able to work restricted duty by the clinic shall be given a return date to report for examination or treatment at the clinic during their normal tour of duty. No appearance will be necessary at the Medical Section. Members on restricted duty because of duty related illness or injury shall be sent to an authorized clinic by their supervisors for examination and treatment and determination of ability to work if they believe they cannot complete their tours of duty. The supervisor will issue an Authorization Form and direct the member to the clinic for an examination and treatment. In addition to making a blotter entry, the supervisor shall prepare and distribute three copies of the Documentation of Sick Call form. Members certified able to work will be required to return to their duty stations upon release by the clinic.

Members who have been placed on restricted duty and call in sick because of a duty related illness or injury shall be ordered to report to an authorized clinic for examination and treatment. In addition to making a blotter entry, the supervisor receiving notification shall prepare and distribute three copies of the Documentation of Sick Call form as outlined on the form. Supervisors will notify the clinic by phone to authorize examination and treatment. The member will turn in the clinic Patient Status Report to the supervisor when the member reports for duty. This form will be forwarded to the Medical Section when the member is discharged from the clinic.

Authorization Forms will be kept at each work location for supervisors to issue for treatment of duty related injuries. Members will not be sent to the clinic for psychological problems but will be referred to the Medical Section for appearance during normal business hours. In emergencies, the Medical Section will be contacted during normal business hours, and the Notification and Crime Reporting Section will be notified after 4:00 p.m. and on holidays and weekends.

#### 401.8- 5.2 Treatment

In non and/or post emergency cases, police personnel who have incurred a service connected illness or injury must obtain approval from a department physician before securing any type of medical attention or treatment for the illness or injury, including x-rays and dental care. The department will not be liable for costs incurred unless prior approval is obtained.

**In addition, members that choose to see their private medical doctor or seek a second opinion for their duty related injury/illness will do so at their own expense. The department will not be liable for costs so incurred.**

**However, members may submit an Inter-Office Memorandum (DPD-568) to the commanding officer of the Medical Section requesting a second opinion. The request will be reviewed and a determination made by the commanding officer of the Medical Section and the department physician.**

To assure proper health safeguards for department personnel, members who are ordered off-duty by a department physician due to illness or injury, whether service connected or not, shall not be returned to active or limited duty assignments without being certified for such assignment by a department physician or authorized clinic.

#### 401.8- 5.3 Reporting for duty with a non-duty related injury or illness

Though supervisors do not ordinarily have the professional qualifications to permit judgment as to whether or not a member is sick, in some instances, even medically untrained persons can make a determination that someone is sick. Therefore, when it is apparent that a member has reported for duty with a non-duty related injury or illness which obviously impairs the member's ability to perform his/her duties or whose condition may pose a direct threat to their own health and safety or to the health and safety of other department personnel or the public, that member shall not be permitted to work. The member shall not be authorized to use any authorized clinic at department expense. The member and/or supervisors may contact the Medical Section during normal business hours or through the Notification and Crime Reporting Section if they have concerns regarding the member's ability to work..

## 401.8- 5.4 Compliance

Directives from the department physician are recorded on the Duty Status of Officer, DPD. 374. Directives for authorized clinics are recorded on a clinic status report. Either form may include instructions such as: "no stairs," "no prolonged standing," "no heavy lifting," etc. A member who has been placed on disabled or restricted duty status by the Medical Section or authorized clinic must comply with the directives of the department physician or authorized clinic. Supervisors must not assign duties that conflict with these directives.

**Any member who has been placed on disabled or restricted duty status by the department physician or an authorized clinic and whose duty status has expired or changed shall immediately report to the Medical Section.**

**Nothing in this directive shall be construed to prohibit or limit supervisory authority to order any member to the Medical Section for an evaluation or to conflict with or alter in any manner the department's attendance control program.**

## 401.8- 5.5 Documentation

Members who are required by the Medical Section to submit medical documentation for a non-duty related injury or illness shall provide their private medical doctor (P.M.D.) with a copy of the "Etiology Letter" and "Essential Job Functions of a Police Officer" forms supplied by the Medical Section.

All members before returning to his or her work location from an extended non-work related illness or injury shall contact the medical Section for an appointment with the department physician. The Etiology and Essential Functions of a Police Officer forms shall be presented to the department physician at the scheduled appointment.

When responding to information requested by the Medical Section, the P.M.D. shall be requested to consider only those job functions relevant to the member's medical condition treated by the P.M.D. Members shall obtain a typed or handwritten response from the P.M.D. on letterhead stationery signed, not stamped, by the P.M.D. Members will not be returned to full duty status from a non-duty related injury or illness without these completed forms. Copies of the etiology letter and essential job functions of a police officer may be faxed from the Medical Section direct to the P.M.D.'s office at the request of the member.

## 401.8 - 6 Sick time

Sick time shall be defined as absence due to illness or injury of the member, to exposure of a contagious disease, and to the attendance upon immediate members of the family living within the member's household, including husband, wife, children, father, mother, sister, brother, and relatives living in the same household regardless of the degree of relationship.

The granting of sick time for attending to relatives is not limited to any given number of days per fiscal year; however, no more than three days will be granted in one instance. This sick time is granted to permit the member to make arrangements for care of the ill person so that the member may return to duty. When it comes to the attention of the department that a member is abusing sick leave, the chief of police may cause an investigation to be conducted. Such investigation may result in disciplinary action.

## 401.8- 6.1 Current sick bank credit

Current sick bank is designated as that sick time accumulated at the rate of one day for every calendar month in which a member has been credited for not less than 18 paid time days, excluding overtime. There is no limit on this bank.

## 401.8- 6.2 Seniority sick bank credit

Every member who has a current service status for a full fiscal year shall be credited with five days in his or her seniority sick bank on July 1st of each year. There is no limit on this bank.

## 401.8- 6.3 Deductions

Sick banks, both current and seniority, are designed to provide for non-duty connected illnesses or disabilities. No deduction from either current or the seniority sick banks shall be made for any sick time resulting from a service connected illness or disability which is certified by a department physician.

## 401.8- 6.4 Lieutenants, sergeants and investigators

Sick time shall be charged first to the current sick bank and secondly to the seniority sick bank in periods of not less than half-days. When a member starts a shift but is unable to finish the shift because of sickness, sick time will be deducted in the following manner. If less than four hours has been worked, the member will be charged with half a sick day and credited with half a workday. If four or more hours have been worked from the beginning of the shift, the member will be credited with a full workday.

## 401.8- 6.5 Police officers

Sick time shall be charged first to the current sick bank and secondly to the seniority sick bank. When a member reports at the beginning of a shift but is unable to finish the shift because of sickness, an amount of sick time equal to the remaining portion of the shift shall be deducted from the member's sick bank. The tenths of an hour conversion table used for overtime computation shall be used for sick time deductions.

During a period of illness, only that time which would be actual working time will be deducted from the sick bank. Illness or injury during furlough time may be changed to sick time in lieu of the member's furlough, provided such illness or injury during the furlough shall be reported forthwith to the member's commanding officer and to the Medical Section. The Medical Section will verify such illness or injury; the unused portion of the member's furlough will be rescheduled and used immediately following recovery from the illness or injury, which made the change necessary.

Similarly, when a member is sick or disabled and a furlough is due to commence, it shall be rescheduled immediately upon the member's return to duty or in accordance with the member's applicable bargaining agreement.

## 401.8- 6.6 Depletion of sick time

Generally, if a member is unable to perform police duties when all sick banks are exhausted, the member shall be dropped from the payroll unless eligible for non-duty connected retirement benefits. A member exhausting both sick banks and who has completed five or more years of service and is otherwise eligible for non-duty connected disability retirement, may be retired at the member's own request or at the request of the chief of police subject to the approval of the retirement board.

A member may apply for reinstatement within two years of being removed from the payroll if the member recovers sufficiently from the illness or injury to return to duty. The department physician and appointment by the chief of police may reinstate the member in the same status as when the member left upon proper certification.

## 401.8- 6.7 Unused sick time

Immediately preceding the effective date of a member's retirement, exclusive of duty and non-duty disability retirement, or at the time of a member's death, the member or such member's estate shall be entitled to pay for their unused accumulated sick banks in accordance with the prevailing conditions set forth in the applicable bargaining agreements..

If a member is granted a duty or non-duty disability retirement, the member shall be entitled to reimbursement of unused sick time, according to the applicable bargaining agreements, upon attaining normal full duty retirement date and petitioning the chief of police for such reimbursement.

## 401.8 - 7 Death or serious injury notifications

## 401.8- 7.1 On-duty

In cases of death or serious injury to a member of the department while on-duty, a ranking member of the command to which the member is assigned shall notify the Homicide Section and the Notification and Crime Reporting Section. The Notification and Crime Reporting Section shall notify the Chaplain Corps to assist in the notification of the family. At the direction of the member's commanding officer, notification of the family shall be made, in person, by a ranking member attached to the command to which the member is assigned, and by a chaplain from the Chaplain Corps..

## 401.8- 7.2 Off-duty

Upon receiving notification regarding death or serious injury occurring to a member of the department while off-duty, the officer in charge of the command receiving the notification shall be responsible for notifying the Homicide Section and the Notification and Crime Reporting Section. The Homicide Section shall notify a ranking member of the command to which the member is assigned. The Notification and Crime Reporting Section shall notify the Chaplain Corps to assist in the notification of the family.

At the direction of the member's commanding officer, in cases where the family is unaware of the death or injury, notification of the family shall be made, in person, by a ranking member attached to the command to which the member is assigned, and by a chaplain from the Chaplain Corps. Upon receiving notification regarding the death of a retired member, the officer in charge of the command receiving the notification shall be responsible for notifying the Homicide Section and Notification and Crime Reporting Section.

An active or retired member shall be entitled to have department members as pallbearers and motorcycle escorts as well as department assistance in arranging the funeral, provided that the funeral is held within the city or its adjacent suburbs.

In all cases of death, the Homicide Section shall be responsible for notifying the Office of the Chief of Police and the Personnel Services Division immediately, on Death and Funeral Report, D.P.D. 207. The Personnel Services Division shall prepare a personnel order indicating the time and place of burial.

## 401.8- 7.3 Active or retired non-sworn member

In cases of death or serious injury to an active non-sworn member of the department, a ranking member of the command to which the individual is assigned shall notify the Homicide Section and the Notification and Crime Reporting Section. In cases of death, the Homicide Section shall be responsible for notifying the office of the chief of police and the Personnel Services Division immediately on Death and Funeral Report. The Notification and Crime Reporting Section shall notify the Chaplain Corps to assist in the notification of the family.

The Personnel Services Division shall notify Financial Relations and prepare a personnel order and teletype indicating the time and place of burial..

At the direction of that member's commanding officer, notification of the family shall be made, in person, by a ranking member of the command to which the member is assigned, and by a chaplain from the Chaplain Corps.

Upon receiving notification regarding the death of a retired non-sworn member, the officer in charge of the command receiving the notification shall be responsible for notifying the Homicide Section. The Homicide Section shall be responsible for notifying the office of the chief of police and the Personnel Services Division immediately on Death and Funeral Report. The Personnel Services Division shall prepare a personnel order indicating the time and place of burial.

## 401.8- 7.4 Active Detroit Police Reserve

In the event of the death of an active Detroit Police Reservist, the concerned reserve coordinator shall notify the Homicide Section. If death or serious injury occurs to a Detroit Police Reservist while engaged in department activity, the Notification and Crime Reporting Section shall also be notified. The Notification and Crime Reporting Section shall notify the Chaplain Corps to assist in the notification of the family. Notification of the family shall be

made in person, by a ranking member of the command to which the reserve is assigned and a member of the Chaplain Corps.

#### 401.8- 7.5 Within active member's family

In the event of a death in the immediate family of an active sworn or non-sworn member, e.g., father, mother, spouse, or child, the concerned member shall notify the commanding officer. The commanding officer shall notify the Homicide Section and the office of the chief of police.

#### 401.8- 7.6 Return of department property

The commanding officer of a deceased active sworn member shall be responsible for the return of the deceased officer's badge and other departmental property and shall dispose of it in accordance with department procedures. However, it is permissible to intern members with their badges if the family requests such action or when circumstances make its removal embarrassing. All badges of members killed in active service will be retired. However, if a member of the officer's family requests assignment of the badge, it will be reactivated and issued.

It is also the responsibility of the deceased officer's command to retrieve all of that person's equipment that had been issued from the Firearms Inventory Unit. The equipment shall be taken to the Firearms Inventory Unit and a Firearms Equipment Receipt (DPD 310) shall be issued. Discretion and compassion shall be used in the retrieval of these items. If all of the department equipment cannot be retrieved, an Inter-Office Memorandum (DPD 568) shall be prepared by the member's command outlining the circumstances and submitted through channels to the deputy chief, Management Services Bureau.

#### 401.8- 7.7 Assistance to families of deceased members

The Secretary-Treasurer of the Detroit Police Benefit and Protective Association will assist and advise the families of active members who die in the line of duty, or otherwise. This assistance and advice will include the following areas:

1. Aid in filing insurance claims;
2. Aid in filing for benefits from the retirement system;
3. Advising on social security benefits, if applicable;
4. Aid in filing for any other benefits due from the city of Detroit;
5. Advising and securing assistance in legal matters through the department's legal advisors wherever appropriate;
6. Coordinating contact with the Hundred Club in the event death occurred in the line of duty; and other related matters;
7. A ranking member assigned to the deceased member's command shall advise the family of this service.

#### 401.8 - 8 Funerals

##### 401.8- 8.1 Duty related deaths

Any member of the department who is killed in the line of duty is entitled to a full military funeral, if held in the city or adjacent suburbs. In the event of a duty-connected death, the assistant chief, Operations Portfolio or appropriate deputy chief shall be in charge of the department's participation in the funeral ceremonies. The deceased member's commander or the next lower ranking member shall assist either. In the absence of the assistant chief, Operations Portfolio, the responsibility will transfer to the deceased member's deputy chief; and then, if necessary, to the commander of the deceased officer.

## 401.8- 8.2 Non-duty related deaths

In cases of non-duty connected deaths, the commanding officer of the deceased member shall take charge, working in conjunction with the Chaplain Corps to ensure that the appropriate notifications and arrangements are made. The commanding officer shall be responsible for ensuring that department property is collected or approval for interment with the deceased has been properly obtained, and seek whatever assistance is needed from the appropriate commander, or deputy chief.

In all deaths of active sworn members that occur as a result of non-duty related causes, expressed permission for the interment of the member in full departmental uniform shall be obtained from the Office of the Chief of Police.

## 401.8- 8.3 Duties of member directing activities

The directing member, usually the commanding officer of the deceased member, shall immediately contact the Tactical Operations Section through the assistant chief, Operations Portfolio for full assistance with the following items:

1. In person and with a chaplain from the Chaplain Corps, make immediate contact with the family of the deceased member to offer any necessary assistance and to comply with the family's desires in the conduct of the funeral;
2. Attend to such matters as pallbearers, traffic escorts, family transportation and other related matters which are reasonable and proper;
3. Contact the funeral director and member of the clergy to ensure proper coordination of efforts at the funeral home and church. It should be ascertained whether the cemetery services are to be conducted at graveside or in the chapel;
4. See that a Teletype and Law Enforcement Information Network (LEIN) message are issued as soon as possible giving the time and place of burial. These messages should list the name of the directing member and indicate the availability of transportation and parking. Participating members should be given a time and location at which to report, so the uniformed attendees can be suitably positioned;
5. Arrange for en masse conveyance of uniformed personnel by the department owned busses, if necessary; 6. Arrange traffic control for sites involved;
7. Provide a funeral escort

The assistant chief, Operations Portfolio designates the composition and command of a funeral escort. The request, if approved, shall be forwarded to the Tactical Operations Section with directions.

1. Generally, the strength of a platoon shall be one lieutenant, one sergeant and 24 police officers. This may be modified at the discretion of the directing member depending on the number of members attending. The platoon shall be formed into three ranks, dressed at intervals;
2. The escort shall be formed and positioned opposite the place where the body of the deceased rests, and the rank shall take a position on the flank of the escort. The distance between each unit of a funeral escort shall be six paces, space permitting;
3. The directing member will be responsible for affecting a cordon of personnel immediately adjacent to the location of the service (funeral home, church, cemetery). In cases where uniformed members of other police or fire departments are present, the directing member may assemble them into separate column or squad formations, if numbers and conditions permit;
4. The procession shall form into columns. The directing member shall use the following as a guideline for the procession's composition and order. Upon each appearance of the casket, the directing member in charge of the funeral detail shall command: "PRESENT .....ARMS;"

5. The band shall play appropriate music;
6. The uniformed members of the department shall execute the command and ranking members and other members of the department in uniform shall render the hand salute. Uniformed personnel, whether or not assembled in ranks, shall smartly render the hand salute upon the directing member's command to "Present Arms" and shall remain in that position until commanded to "Order Arms;"
7. A member in plainclothes who is part of the escort shall remove the hat with the right hand and place the hat over the left breast (or, if uncovered, the right hand over the left breast). This courtesy shall be extended upon each appearance of the casket and shall be held until the pallbearers, casket and immediate family have passed a reasonable distance beyond. When in formation, and not rendering a hand salute, members may be ordered to "Parade Rest." When the funeral procession is approaching, the directing member will call the units to attention;
8. When the casket has been placed within the hearse or church, the directing member shall give the command: "ORDER .....ARMS!"
9. When the procession has formed into a column, the band and escort shall march at the command of the directing member. All elements shall conform. The procession shall march slowly to solemn music for a reasonable distance. The directing member shall then bring up the platoon to a company front.
10. When the hearse appears, the directing member shall command: "PRESENT .....ARMS!"
11. The band shall play appropriate music until the hearse and mourners in the immediate family have passed. Then the directing member shall command: "ORDER..... ARMS!"
12. Dismiss the platoon at the conclusion of the music.

#### 401.8 - 9 Police honor roll

The names of all police officers killed in the line of duty shall be inscribed on the Police Honor Roll in the lobby of Headquarters.

#### 401.8 - 10 Federal benefits

Members who are injured, sustain a disease or are killed while engaged in the apprehension of any person committing a federal crime or sought in a criminal proceeding instituted by the United States government, or while protecting or guarding a federal fugitive or material witness of a federal crime, or while engaged in the lawful prevention or attempted prevention of a federal crime are eligible for benefits under the Federal Employees Compensation Act (FECA).

Compensation for disability and/or death paid under this act may be in addition to that paid by local and/or state agencies. The injured member or the member's survivors shall initiate these claims. The Personnel Bureau must be contacted in order to obtain the appropriate claim form.

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## Detroit Police Web Manual v2

**DIRECTIVE  
401.9  
SEPARATIONS FROM SERVICE**

## 401.9 - 1 PURPOSE

The purpose of this directive is to outline guidelines, procedures and policies for a member's separation from the Detroit Police Department.

## 401.9 - 2 Resignation/Retirement Notification, D.P.D. 156

A member wishing to resign shall submit four copies of Resignation/Retirement Notification, to the member's commanding officer not less than thirty days prior to the anticipated last working day. The commanding officer shall discuss the matter with the member before further processing. Commanding officers shall ensure that an extensive exit interview is conducted with the concerned member to determine the reason for the resignation or termination of active service. A detailed explanation shall be recorded in the "Reason(s) for Leaving" section of the form. For example, if a member is leaving to receive additional education, the name and location of the school should be included. This information is necessary on all resignations.

## 401.9 - 3 Request for Effective Date of Separation, D.P.D 156C

To determine the effective date of separation, the commanding officer shall order the command timekeeper to prepare two copies of the Request for Effective Date of Separation. The original shall be forwarded to the Commanding Officer, Police Payroll and the member shall retain the second copy. The request for Effective Date of Separation shall be reviewed by Police Payroll in as timely a manner as possible to determine the last working day, date of separation, and the following types of accumulated time: compensatory, furlough, sick, holiday, and bonus vacation. This information shall be entered on the reverse side of the form and returned to the member's command. In the event the retiring member submits a claim for undocumented compensatory time, the chief of police must approve the memorandum.

## 401.9- 3.1 Distribution of forms

The member's commanding officer shall then forward all four copies of the Resignation/Retirement Notification, to the Police Personnel Unit along with the original copy of the request for effective date of separation. The Police Personnel Unit shall process the resignation and forward the necessary copies of the Resignation/Retirement Notification, to the chief of police and the Policemen and Firemen Retirement System.

## 401.9- 3.2 Surrendering equipment

A resigning/retiring member shall personally surrender all department issued equipment on or prior to the last working day. A member will be surrendering equipment at various locations; therefore, the individual receiving the member's equipment shall sign the Clearance Form, D.P.D. 156A, at each location. In addition, the member shall also receive a signed receipt from each location for surrendered equipment.

The clearance form shall be completed in triplicate and shall be distributed as follows:

1. One copy to the Police Personnel and Recruiting Section;
2. One copy to the Financial Operations;
3. One copy to the resigning/retiring member.

The resigning member must report to the following locations to surrender department equipment.

## 401.9- 3.3 Uniform Store

Return the following items and obtain a signature on the clearance form in the appropriate space.

1. Complete uniform issue;
2. Manual CD-Rom;
3. Ticket book cover;
4. Riot helmet;
5. Whistle;
6. Bullet Proof Vest;
7. Baton.

In addition, the member shall receive a copy of the Clothing Return Order, D.P.D. 433A. The copy of the clothing return order shall be returned to the Police Personnel Unit along with the clearance form.

## 401.9- 3.4 Firearms Inventory Unit

Return the following items and obtain a receipt and signature on the clearance form in the appropriate space.

1. Department issued firearm;
2. Freeze + P;
3. Handcuffs and handcuff key.

In addition, the member shall receive a copy of the Firearms Equipment Receipt, D.P.D. 310. The copy of the firearms equipment receipt shall be returned to the Police Personnel Unit along with the clearance form.

## 401.9- 3.5 Financial Operations

The member shall make payment for any items listed above which were not surrendered.

## 401.9- 3.6 Police Personnel Unit

A resigning member shall return the following items to the Police Personnel Unit.

1. Badge;
2. Cap shield;
3. Identification card;
4. Clearance form and receipts.

## 401.9- 3.7 Final clearance

Upon acceptance of the clearance form and the receipts at the Police Personnel Unit, the commanding officer of the Police Personnel Unit will conduct a brief interview with the resigning member. No authorization for pay due

will be issued until the Police Personnel Unit has completed all processing. The Police Personnel Unit is responsible for notifying the Financial Operations regarding the issuance of final payroll checks.

#### 401.9 - 4 Reinstatement and reappointment

##### 401.9- 4.1 Reinstatement

A former member may, upon written request, be considered for reinstatement into the rank of police officer. Such request may be honored, at the discretion of the chief of police, provided that it is made prior to the expiration of two years from the date of separation from service; the member was in good standing at the time of the separation; and the former member is still physically qualified.

Persons so requesting shall submit a written request in letter form to the chief of police, who shall direct the Personnel and Personnel and Recruiting Section to conduct an investigation of the former member's activities during the period of absence to determine the applicant's qualifications to return to duty.

The investigation report from the Personnel and Personnel and Recruiting Section shall be forwarded to the chief of police for appropriate action prior to reinstatement. Such investigation shall be conducted regardless of the reason for the separation.

1. Persons so reinstated will lose all longevity pay time;
2. Seniority for time absent from the job will be lost;
3. Unused accrued sick time will be returned to the member's sick bank.

At the discretion of the chief of police, a member who has been reinstated may be required to attend a complete recruit training program or portion thereof, at the Detroit Metropolitan Police Academy (DMPA).

##### 401.9- 4.2 Reappointment

A former member who has been separated from the department for a period of two years or more may apply for reappointment to the rank of police officer. Reappointment is a re-hire procedure, and a former member applying for reappointment will be placed on an eligibility list, provided that the former member meets all requirements for appointment to the department under current recruit hiring practices. Persons reapplying to the department and approved for reappointment by the Personnel and Recruiting Section must have final approval by the chief of police. Should the person be reappointed, all longevity pay time will be lost, plus all previously unused sick time. All previous seniority will be lost until a one year probationary period is completed, at which time an adjusted seniority date will be furnished, excluding the time the member was absent from the job, strictly for department purposes.

##### 401.9- 4.3 Salary status

The salary of reinstated or reappointed members will be reduced by one step for each full year of absence. Any officer above the rank of police officer who resigns and is subsequently reinstated or re-appointed is precluded from returning to the member's former rank. Should an officer of the rank of sergeant or above resign and then be reinstated or re-appointed, and at a future date be promoted, the time in rank previous to the resignation shall not be counted as seniority within the rank.

##### 401.9- 4.4 Military service

The foregoing limitations other than physical qualifications shall not be applicable to those members who resigned to enlist in the United States military service during wartime or were drafted into such service and make written request within ninety days after the expiration of the government service.

##### 401.9 - 5 Retirement

Sixty days prior to a retiring member's last working day, the member shall pick up and request their command's timekeeper to prepare a Request for Effective Date of Separation. The retirement package contains the necessary forms for retirement and the necessary forms for purchasing department equipment along with written instructions. It is the member's responsibility to complete these forms and to obtain clearances for assigned department equipment. Two copies shall be prepared and the original shall be forwarded the deputy chief, Police Payroll.

#### 401.9- 5.1 Verification of effective date of separation

Immediately upon receipt of verified information from Police Payroll the member's commanding officer shall prepare an Inter-Office Memorandum, D.P.D. 568 in triplicate, listing the member's accumulated time. All copies of the memorandum, with recommendations, shall be forwarded through official channels to the appropriate deputy chief. Upon approval, the original and one copy shall be returned to the member's commanding officer. The original copy is forwarded to the Police Personnel Unit along with the completed Resignation/Retirement Notification. The remaining copy is filed in the member's command personnel file.

If a change shall be made in the time keeping schedule, last working day or date of separation, the Financial Relations must be notified on an Inter-Office Memorandum. If court time or overtime is earned before using any prorated time, every effort shall be made to have the member take the time prior to the last working day.

#### 401.9- 5.2 Notification

Thirty days prior to a member's last working day, the member shall prepare four copies of the resignation/retirement notification, which shall be submitted to the member's commanding officer. The resignation/retirement notification and the original copy of the Inter-Office Memorandum listing the member's accumulated time will be forwarded to the Police Personnel Unit. The Police Personnel Unit will certify the completion of the required years of service.

#### 401.9- 5.3 Retirement badge, identification card and certificate of retirement

Upon submitting the clearance form along with the receipts at the Police Personnel Unit, a retiring member will be issued a retirement badge and identification card. A certificate of retirement is awarded to a member of the department upon retirement. This certificate will be prepared and read for presentation to the officer on the last working day. When a member is retiring and the last working day has been determined, the commanding officer of the unit to which the member is assigned will contact the division or precinct commander to arrange for the time and place for the presentation to be made. Retiring officers will be advised that they are entitled to this certificate and every effort made to have the presentation made before departure.

#### 401.9- 5.4 Discontinuation of pension annuity and survivors benefit payroll deductions at completion of twenty-five years of service

When a member completes 25 years of active service and does not intend to retire on a service retirement on the member's anniversary date, the member may request that the payroll deductions for Pension Annuity and Survivors Benefit be discontinued.

This request shall be made to Financial Operations on an Inter-Office Memorandum, (direct), indicating that the member wishes the deductions to cease. The member's social security number, pension number and anniversary date shall also be included on the Inter-Office Memorandum.



## Detroit Police Web Manual v2

**DIRECTIVE  
401.10  
TIMEKEEPING**

## 401.10 - 1 PURPOSE

The purpose of this directive is to outline the guidelines, policies and procedures for the handling of the timekeeping for personnel employed by the Detroit Police Department.

## 401.10 - 2 Absences and timekeeping

## 401.10- 2.1 Verification of information on Court Appearance Notices D.P.D. 442

The supervisor receiving the completed appearance notice from the concerned officer shall compare the information on the notice with the corresponding entry in the Court Appearance Book to ensure that the information corresponds. The supervisor shall then enter the proper amount of time on the officer's Time Card, D.P.D. 590.

## 401.10- 2.2 Retention of Court Appearance Notices

The Court Appearance Notice, and 3rd Circuit Court Subpoenas shall be filed and retained for a period of three years.

## 401.10- 2.3 Leave days

A leave day is a temporary absence from duty. A member on leave is subject to all rules and regulations of the department including immediate recall to duty. Insofar as possible, the workweek of every member of the department shall consist of five days. Leave days granted to members who work Monday through Friday shall be Saturdays and Sundays.

A member shall be entitled to eight leave days in each twenty-eight day work period. Supervisors shall insure that exactly eight leave days are scheduled in each twenty-eight day work period. Members assigned to a shift during which a court appearance has been pre-scheduled shall not be granted a leave day for that date.

## 401.10- 2.4 Working leave days

When an emergency makes it necessary for a member to work all or part of a leave day, the member shall be compensated in cash or compensatory time at the prevailing overtime rate. However, leave days added to a furlough shall not be canceled unless the accompanying furlough is canceled. For those members who do not qualify for overtime pay, the lost leave time may be carried forward and taken at the earliest convenience.

Leave days after having been posted for members, shall be changed only by mutual consent of the member and the department and only to another day within the same work period, except when leave days are canceled because of an emergency.

## 401.10- 2.5 Accruing leave days for the rank of inspector or above

Members with the rank of inspector or above who do not qualify for overtime pay may be authorized to carry leave days forward to succeeding work periods. However, not more than thirty leave days shall be carried over into the next fiscal year.

## 401.10- 2.6 Leave days and absences for the rank of commander or above

Whenever a member with the rank of commander or above is granted permission to be absent from duty, a member of the next lower rank shall be designated from within the bureau or division to perform the duties and otherwise act in the member's place. The appropriate deputy chief shall be notified through the use of an Inter-Office Memorandum. If the absence is to be for a period of time in excess of three working days, the appropriate deputy chief shall cause a teletype to be issued advising the department of the temporary change in command.

A member of the rank of inspector or above shall not receive compensatory time for work on Saturday, Sunday or leave days unless scheduled by a superior officer. In such instances the superior officer shall receive written permission from the appropriate deputy chief or the assistant chief to carry the leave day forward.

#### 401.10- 2.7 Furloughs

A furlough is a temporary separation from service. For the purpose of this definition a furlough shall be construed to include the standard number of leave days granted in connection with a furlough (ten days). Furlough time for all members shall consist of and be computed on the basis of twenty workdays for each year of active service and a total of two furloughs for each full year of service. When it becomes necessary to prorate furlough time, it shall be computed on the basis of one day for each thirteen days of paid straight time. A member shall be granted a summer or winter furlough, as the case may be, at the expiration of six months of initial service and thereafter as the member is entitled to it. No claim shall be recognized for any furlough arising out of the initial six months of service of any member. Members who are appointed in April or October will be eligible for furlough if they have completed six months of service and there are at least fourteen days remaining in the furlough period. Members who do not receive a furlough at the end of their six months will receive a furlough or prorated furlough upon retirement or separation from the department.

#### 401.10- 2.8 Furlough usage

No unused furlough time may be credited from one period to another except by authorization of the chief of police resulting from an emergency. All such requests shall be submitted in writing and one copy, if approved, shall be forwarded to Financial Operations. In an extreme emergency or unusual hardship, a member may request permission to use a portion of one furlough period by submitting a written request to the member's commanding officer for approval. In the event of the death of a member, the member's heirs or estate shall be entitled to a claim on any furlough or leave time accruing to the member. When a member is transferred as a result of promotion or voluntary transfer, and has not used a current furlough, the commanding officer will endeavor to grant the furlough as scheduled. However, if staffing requirements necessitate change, the commanding officer shall be guided by the applicable bargaining agreement.

#### 401.10- 2.9 Number of sworn personnel on furlough

In a precinct among uniform personnel, not more than two lieutenants, one of whom is the administrative lieutenant, shall be on furlough at the same time. In other units, not more than one lieutenant shall be on furlough at the same time. All units may have ten percent of their sergeants and investigators on furlough at any one time unless management makes a good faith determination that personnel conditions require otherwise.

In a given unit, normally not more than ten percent of the total number of police officers shall be absent on furlough at the same time. Members assigned to special or desired jobs on platoon two (such jobs to be determined by special joint conference and published thirty calendar days prior to the furlough drawing date) shall draw furlough assignments among themselves, and the overall ten percent limitation shall apply. Where there is a fraction of a percentage over the ten percent, an additional furlough period shall be allowed unless such fractional allowance is specifically vetoed by the chief of police. Certain members of the Traffic Safety Unit, whose duty assignments shall be coordinated with the school year, may take furloughs to the greatest extent possible during the prolonged school holidays occurring during Christmas, Easter, summer vacations, and between semesters, as manpower will allow.

#### 401.10- 2.10 Furlough seasons

The annual furlough shall be divided into two seasons, summer and winter. Each furlough season shall consist of thirteen furlough periods, corresponding with the bi-weekly payroll periods. Each furlough period shall contain ten consecutive days, which will begin with the first day of the payroll period. The furlough shall also include the

standard number of leave days granted in connection with the furlough.

#### 401.10- 2.11 Police officers furlough drawing

Furlough drawings shall be made in accordance with the provisions of the prevailing labor agreement. Furloughs shall be drawn in accordance with the police officer's seniority. The officer in charge or another member designated by the absent member shall select the furlough in accordance with seniority and request. In case of a tie between members having identical seniority priority shall be determined by lot. The officer in charge will then record the furlough period number drawn. No exchange of furloughs shall be permitted without the approval of the member's commanding officer.

#### 401.10- 2.12 Furlough drawing by lieutenants, sergeants and investigators

Lieutenants, sergeants and investigators shall select their summer furlough period on March 20 and winter furlough period on September 20. Lieutenants shall draw their furloughs as a group at a meeting arranged by the commanding officer. Sergeants shall draw their furloughs at meetings with the platoon commanding officer. The Investigative Operations Unit (IOU) shall draw as a separate group. The administrative lieutenants and sergeants including the IOU patrol supervisors and Special Operations supervisors shall draw separately. The shift sergeants shall draw as a shift. The sergeants in the Administrative Unit will replace each other while on furlough so as not to draw from the patrol sergeants. Criteria for selection within each group shall be by rank, time in rank and, in cases where these factors are equal, by department seniority.

#### 401.10- 2.13 Furlough drawing, commanding officers and members with rank of inspector or above

Commanding officers and members with the rank of inspector or above shall select furlough periods by special arrangements with their immediate superiors. At least two weeks prior to the desired effective date of the furlough a written request shall be submitted to the immediate superior for approval. A copy of the approved requests of inspectors and commanding officers shall be forwarded through appropriate deputy chief. A copy of the approved requests for executive officers shall be forwarded through official channels to the chief of police for review.

#### 401.10- 2.14 Furlough records

A schedule of furlough periods covering personnel of the command shall be prepared in triplicate, on Inter-Office Memorandum, following each furlough drawing. The copies shall be distributed as follows:

1. One copy shall be kept in the time book;
2. One copy filed by the commanding officer and a copy sent to the precinct or division commander;
3. Extra copies may be made if further notifications are deemed necessary.

#### 401.10 - 3 Emergency days

##### 401.10- 3.1 Police officers

Emergency or excused days may be granted to a member for an absence justified by urgent reasons such as attendance to demanding personal business or other pressing matters which cannot be covered by sick, funeral leave, etc. Permission to use emergency days shall be granted in advance from the member's commanding officer or the officer in charge of the command. Not more than five emergency or excused days may be granted in any one fiscal year under any circumstances. All excused days will be deducted from the member's accumulated sick banks, and will subsequently affect the accumulation of bonus vacation days.

##### 401.10- 3.2 Lieutenants, sergeants and investigators

Personal, emergency, or excused days shall be granted to a member for an absence justified by urgent reasons such as attendance to demanding personal business, which cannot be normally taken care of outside of working

hours. No more than five such personal, emergency, or excused days shall be granted in any one fiscal year to a member under any circumstances. All personal, emergency, or excused days that are granted shall be deducted from the member's accumulated sick bank and will, consequently, affect the accumulation of bonus vacation days.

#### 401.10 - 4 Funeral attendance leave

Members are eligible for funeral attendance leave without deduction from pay, sick banks or other leave time for the death of relatives. For death in the immediate family, the member will be granted three days leave. Such leave may be extended to five days within the discretion of the commanding officer based on individual circumstances. For this leave, the immediate family is defined as wife, husband, son, daughter, brother, sister, father, mother, step-mother, step-father, or other members of the employee's household. One leave day will be granted for the death of a grandson, granddaughter, grandmother, grandfather, brother-in-law, sister-in-law, uncle, aunt, mother-in-law, or father-in-law. This definition does not include the uncle or aunt of a member's spouse.

#### 401.10 - 5 Bonus vacation days

Bonus vacation days are granted for unused current sick time. Members who have accumulated a minimum of fifty sick days including both current and seniority days and have accrued the minimum years of service as prescribed by applicable bargaining agreements, will on July 1 each year be credited with one half of the unused current sick time from the previous fiscal year up to six days. A member may request to take bonus vacation days in any sequence by submitting a request in writing to the member's commanding officer. This request will be reviewed for the availability of personnel by the commanding officer. The department shall insure that bonus vacation days are expended proportionately throughout the year and are not carried until the last months of the fiscal year; therefore, on May 1 the commanding officer shall assign the remaining bonus vacation days at the commanding officer's discretion. Bonus vacation days, which are not used prior to the end of the fiscal year, will be lost. Seniority will be a prime consideration when several officers request the same period of time off.

#### 401.10 - 6 Leave of absence

A leave of absence without pay may be granted to a member for a period not to exceed one year. Minimum service time requirements for leave of absence eligibility shall apply as set forth in current applicable bargaining agreements. A written request for the leave of absence shall be submitted to the chief of police, through channels. The request shall include the reason for the leave and the length of time requested. All recipients of educational leaves shall submit continuing proof of enrollment to the chief of police for the specified period of absence.

##### 401.10- 6.1 Conduct on leave

Members on any type of leave of absence shall maintain the same standards of conduct that are required of sworn members. Acts of misconduct of a serious or grave nature that are committed by a member while on a leave of absence may subject the member to disciplinary action.

##### 401.10- 6.2 Member's benefits

Hospitalization coverage and life insurance coverage must be maintained at the member's own expense. Details for maintaining this coverage's may be obtained by contacting the Personnel Bureau. To ensure a smooth transition of coverage, this contact should be made prior to the commencement of the leave of absence.

##### 401.10- 6.3 Termination of leave of absence

At least thirty days prior to the expiration date of the leave of absence the member shall submit to the chief of police written notice of intent to return to duty. For failure to submit the above notice or failure to report at the expiration of the leave the member will be considered to be absent without leave.

The chief of police reserves the right to terminate any leave of absence for cause.

##### 401.10- 6.4 Medical leave of absence



A medical leave of absence without pay shall be granted to a member who is suffering from non-service connected sickness or disability for which the member's physician prescribes extended treatment or rest. Minimum service time requirements for medical leave eligibility shall apply as set forth in current applicable bargaining agreements. A written request for a medical leave of absence shall be submitted to the chief of police, through channels. The request shall contain the diagnosis, treatment prescribed and length of absence required. It shall be accompanied by a signed endorsement from a physician describing a complete medical diagnosis.

The endorsement shall be acceptable to the department physician. A department physician shall verify all facts pertaining to the case and submit the department's recommendation to the chief of police. Upon favorable recommendation from the department physician, the chief of police shall grant a medical leave of absence to the member for a period up to six months. A further extension of six months may be granted upon approval of the chief of police.

A member on medical leave shall not participate in any promotional examinations or be promoted until fully restored to active duty. Before a member on medical leave is returned to duty, the department physician shall make a written recommendation to the chief of police, who may then restore the member to active duty. If returned to active duty, a member shall be restored to the rank held prior to the granting of a medical leave and shall retain all seniority rights including longevity privileges.

#### 401.10 - 7 Maternity leave

Pregnancy shall be treated as any other non-duty connected disability. Upon confirmation of pregnancy, the commanding officer of the member's section or unit shall be notified without unnecessary delay. The commanding officer shall then consult with the member to determine the member's intentions relative to the commencement of a maternity leave of absence.

##### 401.10- 7.1 Eligibility

To be eligible for a maternity leave of absence, a member should consult the applicable bargaining agreement.

##### 401.10- 7.2 Leave of absence

A leave of absence for maternity reasons shall commence when it is deemed by competent medical authority that a member is no longer able to perform all the duties involved in taking proper police action. When a member thinks it is no longer safe to work. Or when the member's medical condition or any other valid reason leads the department to believe a mandatory leave of absence is necessary.

A member who is pregnant may be paid, at the member's option, earned sick time until such member goes on unpaid leave of absence, returns to work, or resigns.

##### 401.10- 7.3 Procedure

Members shall furnish to their commanding officer and the Medical Section written medical evidence from their doctor verifying their condition, stating an expected delivery date, and evaluating their physical ability to perform regular police duties. Members shall also provide such medical statements or evidence as the department may require for its purpose. In addition, the member shall prepare an Inter-Office Memorandum, addressed to the chief of police requesting a leave of absence for maternity reasons. This memorandum shall be prepared in quadruplicate and shall state the request for leave with date of commencement and the expected date of return to duty.

The memorandum shall be presented to the member's commanding officer along with the appropriate medical letter from the member's doctor. The commanding officer shall initial all copies and forward the original to the Medical Section along with the medical letter. The Medical Section shall review the information, retain the medical letter and forward the endorsed memorandum to the chief of police for approval.

Upon approval by the chief of police, the memorandum shall be returned to the member's command. The second copy shall be sent to the Personnel Bureau, the third copy shall be forwarded to Financial Operations and the

fourth copy shall be retained in the command file until receipt of the approved original. Should the actual date of the commencement of the leave of absence change for any reason, another memorandum shall be prepared in quadruplicate and forwarded as indicated previously.

#### 401.10- 7.4 Member's benefits

Pregnant members are not eligible for benefits under the City's Employee Layoff Benefit Plan, which protects employees upon layoff due to a lack of work or lack of funds.

#### 401.10- 7.5 Return to active status

Within sixty days after delivery, a member shall report to the Medical Section for a determination of ability to return to full duty. At this time the member shall present a medical letter from the member's doctor indicating the appropriate date of return to work. Notwithstanding the above, in no case may a member's maternity leave of absence extend six months beyond the date of delivery, except with permission of the chief of police.

When the Medical Section has determined the date of return to full duty, the Medical Section shall prepare an Inter-Office Memorandum, in quadruplicate indicating the return to work date. The Inter-Office Memorandum shall be forwarded as follows:

1. Original to the member's commanding officer;
2. Second copy to the Personnel and Recruiting Section;
3. Third copy to Financial Operations;
4. Fourth copy to be retained by the Medical Section along with the medical letter.

Members desiring to return to duty after the six month period has elapsed shall apply under the prevailing department policies.

#### 401.10 - 8 Disabled time

Disabled time is time not worked when a member has sustained an injury or illness in the performance of duty. During periods of disability, members remain fully accredited in that they continue to draw their regular salaries, accumulate sick leave and furlough time and are subject to the rules and regulations of the department insofar as their conditions permit. Any member who has been off-duty (disabled) shall undergo an examination at the Medical Section prior to returning to duty. The examining physician will conduct a thorough examination of the wound or injury and will consider the type of duty performed by the member before ordering the member to full duty. If the duty would in any way jeopardize the member's safety, or that of the member's partner, the member shall not be returned to duty. If the physician deems the member capable of performing limited duty, the doctor may recommend such duty and the member will work in civilian clothes.

#### 401.10 - 9 Suspended

A member who has been suspended is temporarily relieved of police duties and authority until restored to duty, discharged or otherwise permanently separated.

A member who is suspended without pay after a commander's disciplinary action, chief's hearing or trial board may not draw wages, accumulate sick or furlough time, or otherwise derive benefits to which a member would normally be entitled unless such penalty or loss of pay during the pendency of an appeal is precluded by current applicable bargaining agreements. A suspended member is subject to investigation prior to reinstatement only in so far as the member's activities, while suspended, would prevent the member's appointment to the department under current recruit hiring practices.

#### 401.10 - 10 Absent with leave

Absent with leave is considered a full duty status with all related benefits. It is an authorized absence granted by the chief of police to attend certain types of conventions, special training, seminars, or those absences contractually awarded for certain union officials. Prior approval shall be obtained before any leave of absence with pay will be recognized as an authorized absence with leave.

401.10 - 11 Absent without leave

Personnel who fail to report for duty without prior authorization shall be considered. Absent without leave. Any such absence for five consecutive days shall be deemed a resignation.

401.10 - 12 Absent no pay

A member who is off sick and has used all available time coming such as sick time, compensatory time, ninth holiday, etc., and is then excused from duty shall be carried absent no pay.

A member on absent no pay is still subject to all the rules and regulations of the department.

401.10 - 13 Military obligation

All members of this department who are obligated military reservists are cautioned to maintain satisfactory standards of participation in drill sessions of their reserve units.

All members of the department having reserve obligations shall inform their department commanding officers of their current status and schedule of drills so that arrangements may be made in advance to ensure their attendance requirements.

Should an emergency situation arise requiring the cancellation of leave days, thus resulting in the failure of a member to fulfill military obligations, the member's commanding officer shall furnish appropriate documentation for submission to the concerned reserve unit. No subordinate officer shall issue such documentation.

401.10 - 14 Military leave

The distinction between military leave and military training is contingent upon the duration of the absence. If a member's military absence will be for more than fifteen days, it shall be considered military leave and the member shall follow the procedure outlined for resigning members insofar as turning in equipment is concerned. Members on military leave are considered separated from the department. Their names may continue to appear on the bi-weekly time and attendance report and need only be marked with the words "MILITARY LEAVE" to the left of the member's name.

401.10 - 15 Military training

Military training shall include military absences of fifteen days or less in duration. One military training absence is permitted per calendar year. Any member officially notified to report for military training shall present a copy of the orders, if available, to the Personnel Services Section. Request for Time off for Military Purposes, D.P.D. 334, shall be completed by the member and shall indicate whether the time required for the training is to be covered by furlough, leave, compensatory time, etc., by military training time, or a combination.

The forms shall be endorsed by the member's commanding officer and be returned to the Personnel and Recruiting Section, which will be responsible for notifying Financial Operations and proper filing of authorization forms. When the time is covered by any time except military training, the member will receive normal rate of compensation. If the member elects to use military training time, the normal pay will be adjusted by the amount received from the military paymaster. The member shall submit the military pay voucher to Financial Operations upon return to duty for any necessary adjustment.

Commanding officers may allow exchanges of furlough periods among members to permit members having reserve military status to participate in officially ordered military training, if exchanges are made on a voluntary

basis.

The number of days which may be used as military training time (M/T) is restricted to ten per calendar year. The other time taken in conjunction with a military training absence may be leave, compensatory time, etc.

#### 401.10 - 16 Regularity use of sick leave benefits

The Detroit Police Department is responsible for providing efficient law enforcement services. Maximum attendance is required from all members if this responsibility is to be fulfilled.

It is, therefore, necessary to identify and correct members who have developed a pattern of regularity in the use of their sick leave benefits. Therefore, all commanding officers are to review the records of their members quarterly: each January 10th, April 10th, July 10th and October 10th.

#### 401.10- 16.1 Counseling regarding regularity in the use of sick leave benefits

Commanding officers shall counsel all members whose records show such an indication. The counseling session shall include a discussion of the pattern observed to date, and the member's reason for absences. Where appropriate, the commanding officer shall explore positive future courses of available action with the member in an effort to assist the member in adopting corrective measures. At the end of the counseling session, the commanding officer shall prepare a detailed report of the meeting and attach the report to the member's Detroit Police Department Attendance Card, D.P.D. 350-C. A copy of this report shall be provided to the member. Note, however, that said counseling does not constitute disciplinary action and as such may not be noted in the administrative counseling register. Further, said detailed report shall be removed from the Attendance Card at the end of six months providing no disciplinary action or abuse of sick leave has been necessary since the initial counseling session with the member.

#### 401.10- 16.2 Continued pattern of regularity in the use of sick leave benefits

If counseling does not produce improved attendance, and the commanding officer, after meeting with the member, determines that no satisfactory reason exists which would justify said continued regularity in sick leave usage, the commanding officer shall personally serve the member with a Notice of Regularity in the Use of Sick Leave Benefits, D.P.D. 350, and forward the necessary copies as outlined on the form.

The commanding officer shall inform the member of the requirement to obtain documentation of the member's illness or of the illness of a family member, which necessitates the member's absence from work. This documentation shall consist of a statement from a physician concerning the illness for each sick day taken during the next three month period. This requirement shall be strictly adhered to during said period of time, except where the commanding officer is convinced that a reasonable basis exists for not requiring a physician's note in conjunction with a particular absence. The member will also be advised that said physician's documentation shall be submitted on D.P.D. 350-A, or an equally detailed doctor's note, and shall be presented to the member's section commanding officer within three days after returning to duty.

This documentation is subject to the review of the department's physician. Commanding officers shall ensure that the copy of D.P.D. 350-A, which is submitted by the member, is forwarded to the Medical Section forthwith for retention.

A member who has been served with a Notice of Regularity in the Use of Sick Leave Benefits and is being carried sick due to personal illness or injury or for attendance upon a sick family member, must secure permission from the officer in charge of the member's unit or, if the unit is closed, from the officer in charge of the precinct in which the member resides before the member may leave the member's place of confinement. This restriction does not apply on leave days.

The section commanding officer shall further advise the member that failure to satisfactorily comply with the regulation will result in the designation of each working day taken as "Sick" to "Absent No Pay." The section commanding officer shall also advise the member that unless attendance improves, additional disciplinary action may thereafter be imposed.

## 401.10- 16.3 Extended Medical Treatment

Members who document that their illness requires treatment on a regular basis may submit D.P.D. 350-A for that ailment on a semi-annual basis. The department physician, however, may want further verification concerning said ailment, and accordingly the member may be required to see the physician.

## 401.10- 16.4 Failure to present documentation by a physician

If failure to comply with the regulation set forth on the Notice of Regularity in the Use of Sick Leave Benefits occurs, the commanding officer shall personally serve the member with a Notice of Failure to Present Documentation by a Physician, D.P.D. 350-B, and shall forward the necessary copies as outlined on the form.

## 401.10- 16.5 Appeals

Where the member in accordance with the applicable collective bargaining provisions makes an appeal, the change in designation from "Sick" to "Absent No Pay" will be held in abeyance during the pendency of the appeal.

## 401.10- 16.6 Improved attendance

If attendance improves at the end of the three month period, the commanding officer shall remove this regulation by serving a Notice of Removal of Sick Leave Regulations, D.P.D. 350-D, on the member. The commanding officer shall then forward the necessary copies as outlined on the form.

## 401.10 - 17 Detroit Police Department Attendance Card D.P.D. 350-C

Commanding officers shall ensure that all sick leave taken is properly recorded on the Detroit Police Department Attendance Card. This form is used in conjunction with procedures outlined in this chapter governing regularity in the use of sick leave benefits.

## 401.10- 17.1 Provisions of the attendance card

The design of the Detroit Police Department Attendance Card provides for the following:

1. Calendar blocks are provided on the front and back of the card for recording sick time use over a period of two years. Both sides of the card shall be completed before a new card is issued;
2. Possible patterns of regularity in the use of sick leave benefits can be rapidly reviewed Any developing patterns as well as established patterns can be readily recognized during a review;
3. Dates of any action taken as prescribed in the previous section, with the exception of verbal counseling, can be recorded on the top of the card in chronological order. The attendance card should be filed in the same binder as the Time Card, D.P.D. 590, where possible. In those cases where space will not permit filing in the same binder, a separate binder may be used.

## 401.10- 17.2 Recording of information

The attendance card is self-explanatory; however, to ensure uniformity throughout the department, the following explanations are given for clarification.

The precinct, unit or section, badge number, and the name of the member shall be recorded in the spaces provided at the top and right margins on the front of the card. The month and day of any prescribed action taken pursuant to regularity of sick time use shall be recorded in the space provided on the top portion of the card below the word, "DATE", e.g., initial counseling April 10. A space is provided to the left of the January block for recording the year.

If no sick time is taken during a particular month, a diagonal line shall be drawn through that month's entire block.

Whenever a sick day is taken, an "S" shall be placed in the square of the day that the member is off sick. If sick time is taken subsequent to reporting for duty, the letters "W/S" shall be placed in the square of that particular day to indicate that the member was excused from duty for reasons of illness.

In all cases when an entry is made on the attendance card indicating a member was sick, it becomes necessary to record all other absences during that month in order to discern that a possible pattern of regularity has been, or is being established. Only sick time entries shall be made in red. This procedure makes obvious any pattern established over the three month review period. Months that overlap into a six week period shall be recorded in the following month's block. For example, the month of "MAR." has 31 days. The last two days of March fall into the block for "APR." If a member calls in or is excused from duty for reasons of illness on either the 30th or 31st of March, the appropriate entry shall be made in the respective square of the calendar block for the month of April.

#### 401.10- 17.3 Retention and documentation

Upon completion of each attendance card, a new attendance card shall be initiated and the old card retained for a period of two years. The completed card shall remain in the binder together with the new card to serve as a reference to commanding officers during review. After the new card has been completed, the old card shall be placed in the member's command personnel file.

#### 401.10- 17.4 Reviewing the Attendance Card

All commanding officers shall review the attendance cards of their personnel quarterly each January 10th, April 10th, July 10th, and October 10th. After each review, commanding officers shall counsel all personnel whose attendance card and other records indicate patterns of regularity in the use of sick leave benefits. If counseling does not improve a member's attendance, commanding officers shall take the appropriate action and enter, in the space provided, the date of such action.

#### 401.10 - 18 Adverse weather conditions

##### 401.10- 18.1 Normal operations

As a general rule during periods of adverse weather, all department operations will remain open, and all department members and employees shall report for work as scheduled.

The declaration of a "snow emergency" within the city is not a formal suspension of normal work operations.

##### 401.10- 18.2 Normal operations suspended

When the Mayor or the Mayor's designee declares a formal suspension of normal city operations, the following procedures shall be followed:

1. All personnel whose assignments are based on a seven day week shall report for their regularly assigned shifts;
2. Personnel who fail to report for work will not be paid and shall not be allowed to charge vacation, compensatory time or other time bank balances;
3. No personnel whose assignments are based on a seven day week shall be excused because of adverse weather conditions;
4. Commanding officers of five day operations shall maintain normal operations within their commands as far as possible. However, if only limited work is available, the excess personnel shall be relieved of duty;
5. The option to work or leave shall be offered to personnel based upon seniority. Personnel relieved shall be carried on vacation time, compensatory time, bonus vacation, or absent no pay;

6. Commanding officers shall not terminate the operation of their entire commands without authorization from the Office of the Chief of Police;

7. If the operation of a command is terminated or if only limited work is available, commanding officers shall insure that personnel scheduled to report for work are advised of the operating status of their commands.

#### 401.10- 18.3 Tardiness

Personnel arriving late for their regularly scheduled shifts may, at the discretion of the commanding officer, be allowed to cover reasonable periods of tardiness with compensatory time, or make up the time by extending their regularly scheduled shifts.

#### 401.10- 18.4 Use of sick time, emergency time or department leave

Personnel shall not be allowed to charge sick time, emergency time or department leave to cover their absence from their regularly scheduled shifts due to adverse weather conditions.

Personnel reporting sick may be required to provide suitable proof of illness. If suitable proof of illness is not provided, such member or employee may be disciplined under discipline procedures currently in effect, and shall be so disciplined before any member or employee shall be deprived of pay.

#### 401.10- 18.5 Absent without leave

Personnel failing to report for work or leaving work without authorization shall be carried absent without leave and shall be subject to disciplinary action.



## Detroit Police Web Manual v2

**DIRECTIVE  
401.1  
HOLIDAYS**

## 401.11 - 1 PURPOSE

The purpose of this directive is to outline guidelines, procedures, and policies for paid holidays which members of the Detroit Police Department are entitled.

## 401.11 - 2 PROCEDURE

Each member shall be entitled to the following holidays in accordance with the following schedule.

1. Independence Day = July 4th
2. Labor Day = 1st Monday in September
3. Veterans Day = November 11th
4. Thanksgiving = 4th Thursday in November
5. Christmas = December 25th
6. New Year's Day = January 1st
7. Memorial Day = Last Monday in May

In addition, each member is entitled to a holiday on the one general election day in each fiscal year or an eighth holiday if a general election is not scheduled. Notification will be made by department directive.

## 401.11- 2.1 Ninth holiday

A ninth holiday shall be granted to members who have been employed ninety days or more and who are entitled to regular holidays under existing ordinances. This holiday shall be taken at any time during the fiscal year, which is mutually acceptable to the member and the department. To ensure that the ninth holidays are expended proportionately throughout the year and not carried until the last months of the fiscal year, on May 1, commanding officers shall assign the remaining ninth holidays at their discretion. Ninth holidays, which are not used prior to the end of the fiscal year, will be lost.

## 401.11- 2.2 Working a holiday

Members required to work a holiday shall be compensated in accordance with the prevailing wage premiums set forth in the applicable bargaining agreement. A member who is not required to work on a holiday shall be granted the day off with pay provided the member has received at least eight hours of pay, exclusive of overtime, in the calendar week prior to, during or after the holiday and provided the member continues on the payroll through the holiday in question and would otherwise be qualified for the holiday.

Credit for working a holiday shall be given to members assigned to an overlapping shift, that is, one which commences on one day and concludes on the following day, if the official entry of attendance in the time book is recorded on the designated date on which the holiday is celebrated. The official entry of attendance in the time book shall indicate the holiday. Any member who works a shift during which four or more regularly assigned hours, excluding overtime, extend into a paid holiday, shall be entitled to holiday pay for the entire eight hour shift;



provided, however, that the application of this rule shall not entitle any member to more than eight hours holiday pay for regular hours worked on a single holiday.

#### 401.11 - 3 Scheduling for police officers

The scheduling of police officers to work holidays shall be governed solely by department need. Unless authorized by the commanding officer of the precinct or division police officers shall not be permitted to change platoons in order to work a holiday. Commanders shall review proposed work schedules for holidays to determine that they are based on actual needs of the department.

Under normal conditions, holiday assignments for police officers shall be posted seven calendar days prior to the holiday. In instances where the holidays fall within a fourteen-day period, assignments for the second holiday will be posted a minimum of two days in advance of that holiday. Should a position become available after the holiday detail sheet is posted and the department decides to fill that position, supervisors will ask the next eligible police officer(s) if that officer desires to work the holiday. Those officers who decline under this circumstance shall not be considered as having refused, and shall be entered on the roster as "Holiday" (H). Once the holiday detail sheet is posted within the minimum contractual posting time, it may be changed only to correct an error or to fill a vacancy, and after notice to a local union representative. Supervisors shall notify any police officer affected by such a change as soon as possible.

Holiday detail sheets are posted in order to give all parties advance notice of assignments and to permit the union steward or the police officer to bring any mistakes to the attention of the immediate supervisor in a timely manner. A police officer shall notify the immediate supervisor of an error on the holiday detail sheet immediately upon discovery, so that it may be corrected forthwith. If a police officer knows or reasonably should have known of an error fails to provide such notice of the error to the immediate supervisor, the error is not grievable.

#### 401.11- 3.1 Holiday Work Roster, D.P.D. 592

The Holiday Work Roster shall be prepared for the purpose of keeping a complete record of holiday assignments and facilitating an accurate rotation of holiday work opportunities. This roster shall be prepared by section, by unit, by section and platoon, or by unit and platoon, as applicable. Rosters shall be kept up to date and shall cover the period of July 1 through June 30. However, the holiday roster shall have a continual rotation, which will not start a new rotation each July 1.

Rosters will be posted on bulletin boards in each precinct, section or unit. Names shall be placed on the roster beginning with the most senior police officer and descending in strict seniority order. Names of police officers will be added to various rosters due to transfers, shift changes, recalls from layoff, new hires, etc. Officers shall be added to a roster according to their respective seniority dates. A police officer being added to a roster with a common seniority date of an officer already on the roster shall be placed on the roster immediately below the officer(s) already on the roster with the same seniority date. If the holiday detail sheet has already been posted in accordance with contractual time limits for posting, additional officers shall be placed on the roster for the next holiday and not considered for the holiday already posted unless new vacancies occur prior to the holiday.

The scheduling of police officers to work on holidays shall be on a seniority rotation basis with separate rotating rosters for each precinct by platoon as specified in the current applicable bargaining agreement, and for each non precinct entity by section, by unit, by section and platoon, or by unit and platoon, as applicable.

If insufficient personnel volunteer to work the holiday, reverse seniority shall prevail and personnel shall be ordered to work. However, officers on furlough shall not be ordered to work a holiday. For example, if a platoon consists of twenty-four officers and only eight officers are required to work on the first holiday of the year, the eight officers with the most seniority should ordinarily be allowed the opportunity of working. If any of the officers in the group of eight decline, they shall have been considered working and shall not be considered on subsequent holidays until all remaining members of the platoon are given the opportunity of working one holiday.

Officers who are sick or disabled shall not be offered the opportunity of working the holiday. A police officer's holiday status for the previous holiday shall be taken into consideration regardless of where the officer worked or what roster the officer was on. Once all officers are listed on the roster, the supervisor making out holiday assignments shall begin the selection process by first selecting only those officers, in seniority order, above the

previous holiday cut off point who were carried with a "red" designation. Holiday furlough, holiday jury duty, holiday sick, holiday disabled and holiday light duty shall have priority over a red normal holiday designation. Once all police officers with red designations are selected for work opportunities, the continual rotations shall continue from where it left off the previous holiday (the previous holiday roster cut off point) until sufficient personnel are obtained). A new cut off point will then be marked following the last police officer selected to work.

Officers scheduled for a furlough period that would include a holiday shall not be charged with a furlough day for the holiday. Members on furlough when a holiday occurs shall be offered an opportunity to work the holiday if their names are reached on the roster. If the officer accepts the opportunity, the entry made on the holiday roster shall be the same as if the holiday had been worked while not on furlough. A member's furlough shall also include the leave days attached to the furlough.

In order to assure that the holiday scheduling of such officers can be properly managed, prior to starting the furlough or prior to the minimum posting date, whichever is earlier, the officers must inform the immediate supervisor in writing whether or not they desire to work the holiday. The supervisor shall take into account the officer's choice when making up the holiday detail sheet. Members on furlough who have expressed a desire to work shall be responsible for determining from the officer in charge whether or not they are scheduled to work the holiday. Furloughed officers who receive a holiday assignment are subject to all the employment and payroll rules of other officers also scheduled to work. Being on furlough shall not be an acceptable excuse for such members who fail to report for their holiday assignments. Members on furlough when a holiday occurs and who decline their opportunity to work shall not be considered as having refused holiday work and shall be carried on the roster as "Holiday Furlough"(HF). Members on furlough when a holiday occurs who did not have an opportunity to work because their names were not reached on the roster shall be "Holiday"(H).

#### 401.11- 3.2 Limited duty status

Officers on limited duty status are fully entitled to participation in the normal continuous rotation of holiday work opportunities. However, their opportunity to receive an assignment is restricted to those assignments which can be performed by a member on limited duty. Limited duty positions shall not be created by bumping regularly assigned members from their respective regular job assignments. Officers temporarily assigned out to other commands shall remain on the holiday roster of their parent commands and are fully entitled to work a holiday assignment at those commands when their names are reached, except for those details and assignments specifically exempted by bargaining agreement.

Members working a holiday shall normally work their regular assignments. In the event that a member's regular assignment is not scheduled to be worked on the holiday, the member shall be assigned to other vacant detail sheet assignments from within their respective rosters. Job bumping shall not be allowed among members eligible to work the holiday.

Leave days shall not be scheduled on any designated holiday. Police officers who are scheduled to work a holiday but are unable to do so because of sickness or disability shall be carried "Holiday Sick"(HS) or "Holiday Disabled"(HD) on the holiday roster.

#### 401.11 - 4 Scheduling for lieutenants, sergeants and investigators

The scheduling of lieutenants, sergeants and investigators to work on holidays shall be governed solely by department need. Commanders shall review proposed work schedules for holidays to determine that they are based on actual needs of the department.

In commands where investigators are assigned, the following formula shall be used to schedule personnel to work holidays:

1. The total number of sergeants and investigators within the unit shall be determined. The percentage of sergeants of this total shall determine the percentage of sergeants to be assigned to work the holiday;
2. The percentage of investigators of this total shall determine the percentage of investigators to be assigned to work the holiday;

3. In the event the formula does not result in whole numbers, the department will make a good faith determination of the rank eligible to work. In no case will rounding require the department to increase the number of personnel working;
4. Should the calculation provide a fraction of less than one individual in either rank, at least one member of the concerned rank will be given the opportunity to work.

#### 401.11- 4.1 Holiday Work Roster, D.P.D. 592

Each July 1, a Holiday Work Roster, shall be prepared for purposes of scheduling holiday assignments. Holiday Work Rosters pertaining to lieutenants, sergeants and investigators shall begin with the member who is next on the old list. These rosters shall be prepared by section, by unit, by section and platoon, or by unit and platoon, as applicable. Rosters will be posted on bulletin boards in each precinct and section.

Rosters shall be kept up to date and shall cover the period of July 1 through June 30. New members or transfers shall be immediately assigned to the appropriate roster according to their seniority. When a lieutenant, sergeant or investigator transfers, the duty status for the last holiday prior to transfer shall be ascertained and recorded on the appropriate roster, i.e., HR, HS, W, etc.

#### 401.11- 4.2 Holiday assignments for lieutenants, sergeants or investigators

Holiday assignments for lieutenants, sergeants or investigators shall be based on the last holiday and offered on a rotating basis commencing with the lieutenant with the greatest seniority, in rank, by platoon on the lieutenant's roster, the sergeant with the greatest seniority, in rank, by platoon on the sergeant's roster, and the investigator with the greatest seniority, in rank, by platoon on the investigator's roster. If any of the lieutenants, sergeants or investigators decline for any reason other than furlough, disability or sickness, they shall have been considered working and shall not be considered on subsequent holidays until all the remaining lieutenants on the lieutenant's roster, sergeants on the sergeant's roster, and investigators on the investigator's roster are given the opportunity of working one holiday.

If insufficient personnel volunteer to work the holiday on a given platoon, reverse seniority shall prevail and personnel shall be ordered to work. In the event sufficient personnel are still not available to meet department needs, holiday assignments shall be offered to personnel from the remaining platoons.

If lieutenants are needed to work, the lieutenants with greatest seniority, in rank, by unit or section as applicable, shall be given the opportunity to work. If sergeants are needed to work, the sergeants with the greatest seniority, in rank, by unit or section as applicable, shall be given the opportunity to work. If investigators are needed to work, the investigators with the greatest seniority, in rank, by unit or section as applicable shall be given the opportunity to work. If insufficient personnel volunteer to work, reverse seniority shall prevail. Lieutenants, sergeants and investigators shall not be permitted to change platoons in order to work a holiday except as outlined above.

Lieutenants, sergeants and investigators scheduled for a furlough period that would include a holiday shall not be charged with a furlough day for the holiday. Holiday work opportunities will not be extended to lieutenants, sergeants and investigators on furloughs.

Leave days shall not be scheduled on any designated holiday. Lieutenants, sergeants and investigators who are sick or disabled on a holiday shall be charged with a holiday sick or holiday disabled. If the date for jury duty falls upon a holiday a lieutenant, sergeant or investigator is scheduled to work, the lieutenant, sergeant or investigator shall be allowed to attend jury duty without loss of the holiday work opportunity.

#### 401.11 - 5 Entries on the holiday roster

The symbols listed below, entered in black, shall have the following meaning:

W Worked - indicates a member worked the holiday;

HR Holiday Refused - indicates a member was given the opportunity to work but refused.

The symbols listed below, entered in red, shall have the following meaning:

H Holiday - a member was not eligible to work the holiday;

HD Holiday Disabled - a member was eligible to work the holiday, but was unable to do so because of disability;

HS Holiday Sick - a member was eligible to work the holiday, but was unable to do so because of sickness;

HF Holiday Furlough - a lieutenant, sergeant or investigator would

have been eligible to work the holiday, but was on furlough or declined to work a holiday which was among the leave days attached to the furlough; or a police officer was eligible to work the holiday but declined the holiday due to being on furlough. (The furlough period for the designation applicable to police officers shall consist of the ten furlough days as well as the customary number of leave days attached to the furlough period.);

HJD Holiday Jury Duty - a member was eligible to work the holiday but was unable to do so because of jury duty;

HLD Holiday Limited Duty - a member was eligible to work the holiday, but was not allowed to do so because of a lack of limited duty job openings;

HLP Holiday Late Posting - a police officer was not eligible to work the holiday when the holiday roster was posted, but after the posting was asked due to a position becoming available, and declined.

Those members with red entries shall have first consideration on subsequent holiday assignments.



## Detroit Police Web Manual v2

**DIRECTIVE  
401.12  
TIME CARD**

## 401.12 - 1 PURPOSE

The purpose of the this directive is to outline the proper guidelines for maintaining and processing the time worked by sworn members of the Detroit Police Department

## 401.12 - 2 Procedure

The Time Card, D.P.D. 590, shall be utilized to properly and efficiently maintain and process sworn members' accumulated compensatory time, court time, bonus vacation days, furlough days, holidays worked, recall, overtime, and option for pay or no pay for overtime. All entries shall be recorded in black or red ink. Entries made in black ink indicates time accumulated. Entries made in red ink indicates time off. All entries shall be recorded daily and those entries that need to be converted will be converted biweekly.

Group entries having a total number of hours for a given period are prohibited except for the roll call preparation time entries. All court time, recall time and overtime entries shall be recorded at straight time and will be totaled and converted on a biweekly basis. Compensatory time shall be entered in the amount granted. The recorded date shall always be the date that the time was earned, granted, taken off, or deducted for payroll purposes.

Supervisory officers making an entry on the time card shall sign their first and middle initials and the last name in full in the Approved/Remarks column. When it becomes necessary to correct an entry, it shall not be made by an erasure but by drawing a line through the error and re-entering the information just below the original entry. The person responsible for making the change shall indicate opposite the change the reason for such change and shall then enter the date and signature.

## 401.12- 2.1 Beginning the fiscal year

At the beginning of each fiscal year, a new Time Card will be initiated for every member of the department. The balance of the compensatory time column will be brought forward and all other balance columns will begin with a zero balance. A list announcing the July 1st compensatory time balances of the personnel assigned shall be posted during the month of July of each year. Time earned in a previous fiscal year shall not be transferred to court time, overtime, or recall balance column to assist in achieving a balance of payment sooner.

## 401.12- 2.2 Ending the fiscal year

It is the responsibility of the commanding officer to ensure the accuracy and completeness of the old Time Card and cause it to be filed in the member's command personnel file at the end of each fiscal year.

## 401.12- 2.3 Holidays

When a member works a holiday the Time Card holiday record shall be marked with a "W" in black ink in the appropriate box.

1. When a member works a portion of a holiday and qualifies for holiday pay, the member shall be considered to have worked a holiday;
2. The holiday record of the Time Card shall be marked with a "W/H" in the appropriate box indicating that the member received holiday pay but the official time book entry shows the member on holiday.

The symbols listed below entered in red ink, shall have the following meaning and shall be made when a member

has not worked the holiday.

1. HR Holiday Refused - member was given the opportunity to work but refused;
2. H Holiday - member was not eligible to work the holiday;
3. HD Holiday Disabled - member was disabled during the holiday;
4. HS Holiday Sick - member was sick during the holiday;
5. F Furlough - lieutenant, sergeant or investigator was on furlough during the holiday and ineligible to work Holiday;
6. HF Furlough - police officer was eligible to work the holiday but declined because of furlough;
7. HJD Holiday Jury Duty - member was eligible to work the holiday but was unable to do so because of jury duty;
8. HLD Holiday Limited Duty - police officer was eligible to work the holiday but was not allowed to do so because of a lack of limited duty job openings.

The entries for the eighth and ninth holidays will consist of the date that the day was taken. When special days are granted by the city, the blank spaces shall be used to indicate the date taken and designation of the special days.

#### 401.12- 2.4 Bonus vacation days

The number of bonus vacation days earned from the preceding fiscal year shall be entered on the card when notified by Financial Operations and the date of each day taken shall be entered.

#### 401.12- 2.5 Overtime

All members are required to sign their Time Cards indicating their preference to be paid in cash or compensatory time, during the first month of the fiscal year in the space labeled "Option." It should be noted that once a member elects or does not elect to take time instead of cash payment, the member is restricted to that choice for the entire fiscal year;

The "Overtime" column is subdivided into two columns indicating "Earned/Paid" and "Balance." If a member elects to be paid for overtime, all overtime earned shall be entered in the "Earned/ Paid" column and converted biweekly, at the end of each payroll period, and added to the "Balance" column. The pay period total shall then be shown as a negative figure in red in the "Earned/ Paid" column. The overtime balance then becomes a zero and the procedure is repeated biweekly.

If a member elects to take time, all overtime earned shall be entered in the "Earned/Paid" column and converted biweekly at the end of each payroll period. This converted time will also be entered biweekly in the "Balance" column and again in the "Balance" column of the "Compensatory Time" section. When time is taken off it shall be deducted only from the compensatory time balance.

The "Overtime Balance" column will serve to indicate the total amount of earned overtime so that when a member reaches the 112.5-hour limit the time will be paid. Once the member reaches the 112.5-hour limit, the entries shall not be carried over to the "Comp. Time Balance" column. When overtime is to be paid, the pay period total

shall be shown as a negative figure in red in the "Earned/Paid" column. The overtime balance then becomes 112.5 and the procedure is repeated as necessary.

#### 401.12- 2.6 Roll call preparation overtime

At the end of each biweekly payroll period all roll call preparation time shall be totaled and converted at time and one half rate and any product of five hundredths or over shall be recorded to the next higher tenth. The converted total shall be entered on the member's Time Card as overtime and reported for pay purposes in the normal manner.

#### 401.12- 2.7 Recall time

This time shall be entered and paid in the same manner as paid overtime. Under no circumstances may recall time be accumulated from month to month or added to the compensatory time balance.

#### 401.12- 2.8 Court time column

The "Court Time" column is subdivided into two columns titled "Earned/ Paid" and "Balance." The time earned for each court appearance shall be entered in the "Earned/Paid" column and converted biweekly at the end of each payroll period. This converted time will also be entered biweekly in the "Balance" column and again in the "Balance" column of the "Compensatory Time" section. When time is taken off it shall be deducted only from the compensatory time balance.

The "Court Time Balance" column will serve to indicate the total amount of earned court time so that when a member reaches the sixty-hour limit, the time will be paid. Once the member reaches the sixty hour limit, the entries shall not be carried over to the "Comp Time Balance" column. When court time is to be paid, the pay period total shall be shown as a negative figure in red in the "Earned/Paid" column. The court time balance then becomes sixty and the procedure is repeated as necessary.

#### 401.12- 2.9 Compensatory time column

The "Compensatory Time" column is also subdivided into two columns titled "Earned/Taken" and "Balance." All compensatory time taken shall be noted in red in the "Taken" column and deducted from the "Balance" column. Generally, the compensatory time accumulated will reflect court time earned which is not paid for, such as the first sixty hours. It will also include compensatory time granted such as the time received on New Year's Eve, Christmas Eve, Good Friday, etc. In such cases, the amount of time granted shall be entered in the column, in black ink, indicating compensatory time earned, and also added into the compensatory time balance.

#### 401.12- 2.10 Furlough dates

The furlough dates, which the member has liquidated during the fiscal year, shall be entered in the appropriate portion of the Time Card.