

Series 100 Administration	Effective Date 9/23/2014	Review Date Annually	Directive Number 101.1
Chapter 101 - Organization & Management			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Reviewed
Reviewing Office Planning and Accreditation			
References			

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.

Department Forms

A department approved document with blanks for the insertion of details or information. The document is required to capture information and can be in paper or electronic form.

101.1 Written Directive System

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 Directives are in full force and effect until superseded or amended.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 7-806). 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 (1) 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 into the manual.

Legal Advisor Updates

The purpose of Legal Advisor Updates is to review court decisions and changes to the law that may affect 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 shall 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 command/bureau books need only to be retained for one (1) 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

101.1 Written Directive System

procedures, etc.). Special Orders automatically expire on the date recorded in the “Expiration Date” box or one (1) 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 command or bureau and are approved by their 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 the Message Center. The name of the authorizing officer shall be placed on the teletype.

Teletypes - Administrative

Administrative Teletypes are a communication to department personnel relative to the operation of the department. Only the Chief of Police, assistant chief, deputy chiefs, and the executive staff officer may authorize an Administrative Teletype. Additionally, deputy chiefs are authorized to publish Administrative Teletypes regarding matters involving his/her assigned command/bureau. The officer-in-charge of the Message Center 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

101.1 Written Directive System

relates to a subject not covered by this manual, the prior statement controls, but this situation shall be brought to the attention of Planning and Accreditation.

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, the United States, 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, Planning and Accreditation 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

Planning and Accreditation shall maintain an updated index of all written directives. If, prior to a 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.

101.1 - 4.3 Distribution of Manual

The Detroit Police Manual shall be available on the DPD-NET.

101.1 - 4.4 Distribution of Hard Copy (paper) Manual

Every precinct will be responsible for maintaining a hard copy of the Manual in the event of computer systems failure. Special Orders, Personnel Orders and Executive Orders will be assigned numbers by Planning and Accreditation and may be distributed in a hard copy (paper) format, and/or electronically (e.g., DPD-NET, GroupWise email, etc.). The appropriate commanding officer will designate a specific individual to print out any changes to the manual, dispose of superseded portions, and ensure that the paper copy is current at all times.

101.1 - 4.5 Management of Department Forms

Department forms shall be reviewed yearly by the individual commands most appropriate for the subject matter. In addition, Planning and Accreditation is

101.1 Written Directive System

responsible for reviewing and approving forms before department-wide usage and posting on the department's intranet forms page.

101.1 - 4.6 Dissemination of Revised Directives and Special Orders

Once approved, any changes or revision of the manual will be made as soon as possible by Planning and Accreditation, and will be available to all members on the DPD-NET. The commanding officer of Planning and Accreditation or designee shall initiate the electronic notification of new directives, with instructions for accessing the directive(s), to all personnel. Additionally, each member shall login to the Management Awareness System (MAS) and acknowledge receipt of the new or revised Directive.

Any Special Order that is published as an "A" series requires that each sworn member login to MAS and acknowledge receipt of the new or revised Special Order. Any Special Order that is published as an "AA" series requires that each sworn member login to MAS and acknowledge receipt of the new or revised Special Order. Any Special Order published as an "AA" asterisk series will require that each non-sworn member also receive a copy and sign a form acknowledging receipt.

When an "AA" series is distributed, commanding officers are responsible for ensuring that each member within the command login to MAS and acknowledge receipt of the new or revised Special Order. If the distribution includes an asterisk, non-sworn members shall be included and given a copy of the new or revised Special Order and sign a roster form acknowledging receipt. This form shall clearly indicate the order number and subject of the material being distributed.

101.1 - 4.7 Assigned-out Members and Members on Extended Leave

Assigned-out members shall login to MAS and acknowledge receipt at his/her current assignment, rather than at their parent command. Each command shall compose and forward to MAS administration a roster of 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.). An explanation must be provided to MAS administration for each member of the department that has not logged in to acknowledge receipt.

101.1 - 4.8 Member Responsibility

Every department member is responsible for reading any updates to the Manual of which he/she has been made aware. Department members are responsible for knowing and adhering to all the provisions of the Manual. The department shall make all reasonable efforts to ensure that each member is made aware of changes and additions to the Manual. Violations of a directive will not be excused by the claim that the directive was not received.

101.1 Written Directive System

101.1 - 4.9 Formulation of Written Directives

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

101.1 - 4.10 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 is responsible for familiarizing all members under his/her command of orders concerning him/her, 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 sub-paragraphs will also follow a sequential corresponding number within each directive.

101.1 - 5.1 Series

The Department Manual is divided into four (4) 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 (3) 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 Written Directive System

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, Sub-paragraph 2, shall be displayed as 101.6 - 4.2).

SERIES	CHAPTER	DIRECTIVE	PARAGRAPH	SUB-PARAGRAPH
100	101	6	4	2
101.6 - 4.2				