



<b>Series</b> 100 Administration	<b>Effective Date</b> 11/29/2017	<b>Review Date</b> Annually	<b>Directive Number</b>  <b>101.3</b>
<b>Chapter</b> 101 - Organization and Management			
<b>Reviewing Office</b> Office of the Chief of Police			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <small>Revisions in <i>italics</i></small>
<b>References</b>			

**OFFICE OF THE CHIEF OF POLICE**

**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 shall appoint, subject to the approval by City Council, a Chief of Police from a list of qualified candidates provided by the Board of Police Commissioners. The Chief of Police and the Office of the Chief of Police are responsible for administering the following Departmental entities:

- a. Office of the Chief;
- b. Professional Standards Bureau;
- c. *Office of Departmental Financial Services*;
- d. Human Resources (Human Resources - Refer to Directive 101.6);
- e. *Chiefs Neighborhood Liaison*;
- f. *Executive Protection*;
- g. *Legal Advisor*; and
- h. *Media Relations*.

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**101.3 - 3.1 First Assistant Chief**

The First Assistant Chief oversees day-to-day operations of the Chief's Office and supervises members of the Chief's staff.

**101.3 - 3.2 Media Relations**

Media Relations is responsible for the following:

- a. Acting as the official Department speaker for the release of information to the news media;
- b. Informing the public of current police operations and services;

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- c. Maintaining liaison with the news media to maintain good rapport between the news media and the Department;
- d. Gathering pertinent news information from all commands for dissemination to the news media;
- e. Responding to the scene of major incidents to aid Department personnel in dealing with the news media;
- f. Processing and issuing press passes to media representatives;
- g. Recording all television news broadcasts to preserve those news stories involving or impacting law enforcement;
- h. Gathering and preserving materials, articles, and documents that have historical significance to the Department;
- i. Preparing and distributing the annual report; and
- j. Maintaining a list of public speakers.

**101.3 - 3.3 Executive Protection Unit**

1. *The Executive Protection Unit is responsible to ensure a safe and continuous level of dignitary protection for the City of Detroit. The primary principles to be protected are the Mayor, the City Council, and the Chief of Police. Additional principles may be assigned at the order of the Mayor or Chief of Police.*
2. *The Executive Protection Unit shall provide the following protective services:*
  - a. *24 hour protection for the Mayor and the Manoogian Mansion;*
  - b. *Security for the City Council sessions, City Council members, and their staffs while in their offices;*
  - c. *Protection for the Chief of Police; and*
  - d. *Protection for any other dignitary as ordered by the Mayor or Chief of Police.*

**101.3 - 3.4 City Council Security**

1. *City Council Security is a squad within the Executive Protection Unit.*
2. *The officer in charge of City Council Security shall report directly to the commanding officer of the Executive Protection Unit and is responsible for the day to day operation of the squad.*
3. *City Council Security shall provide security for the City Council sessions, City Council members, and their staffs while in their offices.*

**101.3 - 4 Professional Standards Bureau**

*The commanding officer of the Professional Standards Bureau reports directly to the Chief, and in his or her stead, the First Assistant Chief, and oversees the daily operations of the following entities:*

- a. *Disciplinary Administration;*
- b. *Internal Affairs; and*

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- c. *Force Investigation.*

**101.3 - 4.1 Disciplinary Administration**

Disciplinary Administration is responsible for the following functions:

- a. *Reviewing all Departmental investigations that have findings of sustained misconduct by sworn members;*
- b. *Reviewing all citizen complaint investigations completed by the Office of the Chief Investigator that have findings of sustained allegations against sworn members;*
- c. *Preparing Notices of Discipline for all misconduct that warrants disciplinary action;*
- d. *Determining the initial disciplinary penalty that is appropriate for the charge(s);*
- e. *Processing appeals of Notices of Discipline in accordance with Departmental policy and contractual obligations;*
- f. *Scheduling and convening Chief's Hearings to adjudicate any and all appeals of Notices of Discipline;*
- g. *Forwarding all final and official disciplinary actions to the proper commands and following up to ensure that the proper action is taken in order to close the disciplinary file;*
- h. *Maintaining and securing a database of all disciplinary cases;*
- i. *Maintaining and securing a database of the disciplinary histories for all sworn Departmental members;*
- j. *Responding to all internal and external requests for Department member's official disciplinary histories; and*
- k. *Convening Probationary Evaluation Boards when requested.*

**101.3 - 4.2 Internal Affairs**

1. Internal Affairs is responsible for conducting Internal Affairs activities relating to the integrity of Department personnel and alleged criminality by Department personnel.
2. Internal Affairs shall accept information from any source, and any member may submit information directly to Internal Affairs or through official channels for ultimate submission to the Chief of Police. Internal Affairs shall have access to all Department records relevant to its investigations, without exception. Internal Affairs is responsible for the following functions:
  - a. *Discovering, investigating, and prosecuting criminal misconduct on the part of Department members;*
  - b. *Compiling comprehensive reports delineating Departmental misconduct arising out of criminal misconduct investigations;*
  - c. *Preparing suggested revisions of Department procedures where existing deficiencies have been a contributing factor in criminal or Departmental misconduct;*
  - d. *Completing confidential background investigations and clearances of all new applicants appointed to the Department and all personnel being considered for*

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- transfers to assignments of a critical or sensitive nature, and such other clearances as ordered by the Chief of Police;
- e. Preparing and delivering lectures on police ethics to recruit and Department training classes;
  - f. Conducting discreet investigations of individuals or situations which could jeopardize the security and integrity of city government;
  - g. Gathering evidence and prosecuting cases in which criminals have attempted to bribe members and/or other public officials;
  - h. Prosecuting those who falsely report that a member has committed a crime; and
  - i. Determining responsibility for criminal misconduct investigations, and maintaining Internal Affairs Alert Teams, available twenty-four (24) hours a day to respond immediately and take charge of initial investigation in those situations where criminal misconduct has been committed by a member of the Detroit Police Department (Homicide retains original jurisdiction in all homicides).

**101.3 - 4.3 Force Investigation**

*Force Investigation is an investigative response unit that conducts administrative investigations into Category 1 uses of force, the death of a police officer in the performance of their duty, in-custody deaths, suicide attempts (where the prisoner loses consciousness and/or suffers serious bodily injury) and police pursuits that result in critical or fatal injury. Force Investigation is responsible for the following functions:*

- a. *Investigating all Category 1 Uses of Force;*
- b. *Investigating all Category 2 Uses of Force with special circumstances;*
- c. *Criminal allegations of police use of excessive force;*
- d. *Death resulting from discharge from a member's firearm;*
- e. *All discharges of firearms (except at the firearms range and at animals);*
- f. *Any death following an altercation with a member of this Department;*
- g. *The use of chemical spray against a restrained person;*
- h. *Any use of force resulting in broken bones or loss of consciousness; injury requiring hospitalization or a substantial risk of death, serious disfigurement, disability or impairment of the functioning of any body part or organ; and head strikes with an impact weapon;*
- i. *Department canine bites;*
- j. *In-custody attempt suicide where there is a substantial risk of death, serious disfigurement, disability, or impairment of the functioning of any body part or organ;*
- k. *All in-custody deaths;*
- l. *Vehicular pursuits that result in a critical/fatal injury to the fleeing subject(s); and*
- m. *Maintaining Force Investigations Alert Teams, available twenty four (24) hours a day to respond immediately and take charge of the initial investigation in those situations where Category 1 force is used or where there may be an allegation of criminal misconduct related to the use of force committed by a member of the*

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*Detroit Police Department (Homicide retains original jurisdiction in all homicides, non-fatal shootings, and critical/fatal police pursuits).*

**101.3 - 5 Office of Departmental Financial Services**

*The commanding officer of the Office of Departmental Financial Services reports directly to the Chief, and in his or her stead, the First Assistant Chief, and oversees the daily operations of the following entities:*

- a. Fiscal Operations;*
- b. Grants and Contracts;*
- c. Payroll; and*
- d. Centralized Timekeeping.*

**101.3 - 5.1 Fiscal Operations**

Fiscal Operations is responsible for the following:

- a. Maintaining proper and adequate accounting records for the Department;
- b. Issuing and processing purchase requisitions *to effect payment for all goods and services received by the Department;*
- c. Examining and processing invoices;
- d. Receiving remittances sent to the Department for public purposes and depositing them with the city treasurer;
- e. Maintaining separate accounting records for all monies forfeited to the Department via the state of Michigan forfeiture acts;
- f. Maintaining separate accounting records for all funds forfeited to the Department via the Federal Comprehensive Crime Control Act of 1984; and
- g. Ensuring the proper disbursement of forfeited money as directed by the appropriate courts.

**101.3 - 5.2 Grants and Contracts**

Grants and Contracts is responsible for grant and contract management and the following:

- a. Identifying potential sources of federal, state, or private grant funding;
- b. Coordinating all federal, state, or private grant funding to ensure that they are consistent with the overall goals and objectives of the Department;
- c. To ensure that all programmatic and financial reports are submitted to the grantor agency in a timely manner;
- d. To ensure that all grant accounting methods meet the standards of recognized accounting methods; and
- e. 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).

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**101.3 - 5.3 Payroll**

Payroll is responsible for the following:

- a. Maintaining payroll records of all Department members; and
- b. Preparing and distributing biweekly payroll.

**101.3 - 5.4 Centralized Timekeeping**

*Centralized Timekeeping is responsible for the following:*

- a. *Post All time worked, time not worked, court time, and stand-up time in the 28 day cycle for sworn and civilian members;*
- b. *Cross reference the member Fringe Bank Balance Report to ensure the member has the time requested in their respective banks;*
- c. *Capture time for sworn and civilian members on the Bi-Weekly Time and Attendance Report and submit to Payroll;*
- d. *Maintain sworn and civilian individual Time Cards capturing holidays worked, holidays not worked, bonus vacation days, furlough dates, overtime, recall time, court time, and compensatory time for each fiscal year;*
- e. *Maintain the original Court Appearance Notice according to Department record retention protocol;*
- f. *Maintain the Request for Overtime Summary Reports according to Department record retention protocol;*
- g. *Prepare Payroll Adjustments for correction of errors and omissions of time submitted;*
- h. *Prepare the necessary paperwork for members requesting time off for military purposes, and prepare the Request for Effective Date of Separation for members retiring, resigning, or requesting a leave of absence;*
- i. *Maintain sworn and civilian Attendance Cards for attendance control;*
- j. *Prepare Weekly Overtime Reports referenced with a spreadsheet depicting current and prior year comparisons; and*
- k. *Prepare the Quarterly Sick Review and subsequent paperwork delineating the results of the attendance control.*

**101.3 - 6 Legal Advisor**

*The commanding officer of Legal Advisor reports directly to the Chief, and in his or her stead, the First Assistant Chief. He or she shall also be on call and respond to significant events, which occur in the City, at the direction of the Chief and or in his or her stead, the First Assistant Chief. Additionally, the commanding officer of Legal Advisor oversees the daily operations of the following entities:*

- a. *Labor Relations; and*
- b. *Police Law.*



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**101.3 - 6.1 Labor Relations**

*Labor Relations is responsible for the following:*

- a. *Coordinating the Labor Relations function for the Department and evaluating Department rules and procedures to ensure conformity with labor contractual provisions and the law;*
- b. *Interpreting and administering the Collective Bargaining Agreements between the City of Detroit and the unions on behalf of the Department;*
- c. *Advising supervisors in responding to grievances, and disseminating information on labor issues and suggested solutions;*
- d. *Representing the Department during grievance proceedings;*
- e. *Representing the Police Department in labor arbitration, hearings before the Michigan Employment Relations Commission and the Michigan Employment Security Commission, and negotiating labor contracts and agreements;*
- f. *Conducting training classes in contract administration and grievance handling for supervisory personnel;*
- g. *Processing cases before the Probationary Evaluation Board involving probationary police officers;*
- h. *Representing the Department at disability pension board hearings as required; and*
- i. *Coordinating applicable labor issues with City of Detroit Labor Relations and the City of Detroit Law Department.*

**101.3 - 6.2 Police Law**

*Police Law is responsible for the following:*

1. *Assisting Corporation Counsel with preparation and facilitating the investigation and preparation for the defense of civil lawsuits 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. *Preparing representation recommendation requests for approval through Department channels and City Council approval for Department members involved in lawsuits;*
4. *Receive and process Freedom of Information Act requests for police records in compliance with the Michigan Freedom of Information Act; and*
5. *Receive and process third party subpoenas for police records not related to civil lawsuits against the City of Detroit and/or police department in compliance with Michigan Court Rules.*