



<b>Series</b> 100 Administration	<b>Effective Date</b> 05/23/2018	<b>Review Date</b> <i>Three Years</i>	<b>Directive Number</b>  <b>101.4</b>
<b>Chapter</b> 101 – Organization and Management			
<b>Reviewing Office</b> <i>Office of the Chief of Police</i>			<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 SUPPORT OPERATIONS**

**101.4 - 1 Assistant Chief**

1. The Assistant Chief, *Office of Support Operations*, shall exercise operational control over the following commands:
  - a. Planning and Deployment;
  - b. *Professional Education and Training*;
  - c. *Office of Support Operations*;
  - d. *Administrative Operations*;
  - e. *Resource Management*;
  - f. *Communications*; and
  - g. *Detroit Detention Center (DDC)*.
  
2. The Assistant Chief, *Office of Support Operations*, 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.

**101.4 - 2 Planning and Deployment**

Planning and Deployment is responsible for the following:

- a. Identifying existing and potential problem areas;
- b. Providing in-house consulting services to Department administrators;
- c. Conducting studies and making recommendations to improve operating and administrative procedures;
- d. Planning, coordinating, and monitoring the implementation of organizational changes in the Department;
- e. Investigating, researching, and evaluating suggestions for changes and improvements in established procedures or the improvement of police service;
- f. Gathering information for and preparing replies to general correspondence from governmental and law enforcement organizations, as well as universities, corporations, and private citizens;

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- g. Developing quantitative and qualitative data for use in the preparation of special reports for Department officials; the Mayor, City Council, and federal and state agencies;
- h. Maintaining a limited research library for the use of Department *members*;
- i. Developing revisions of existing procedures to conform with Executive, Legislative, or Judicial edict;
- j. Restructuring and editing drafts of proposed directives submitted for publication into proper procedural and grammatical form;
- k. Preparing, publishing, and maintaining the Detroit Police Manual; *and*
- l. *Developing Department policy in conjunction with the Chief of Police and the Board of Police Commissioners.*

**101.4 - 3 Professional Education and Training**

1. Professional Education and Training serves as the Department's liaison to the Michigan Council on Law Enforcement Standards (MCOLES).
2. The Training Center serves as the Department's principal training entity. In addition to providing training for Department *members*, it serves as the Department's training liaison with other criminal justice agencies. All training conducted within the Department shall be coordinated with the Training Center. In addition, all requests for special training shall be forwarded to the Training Center. The Training Center is responsible for the following:
  - a. Administering all Department training programs (e.g. firearms qualifications, precision driving, etc.);
  - b. Working in concert with other Department commands in determining Department needs and developing training curricula;
  - c. Coordinating the Department's participation in training programs offered by outside institutions or made available by federal grants (e.g. Federal Bureau of Investigations (FBI) National Academy, Southern Police Institute);
  - d. Periodically providing a description of educational and training opportunities available to members of the Department for publication;
  - e. Maintaining liaison with local, state, and federal enforcement agencies on matters of training interest;
  - f. Developing training materials and training bulletins in conjunction with Planning and Deployment;
  - g. Receiving and processing requests from within the Department for training conducted outside the Department to ensure maximum benefits and minimize duplication;
  - h. Maintaining a police library;
  - i. Maintaining liaison with the educational community (e.g. universities, colleges);
  - j. Providing and maintaining facilities for conferences, meetings, and seminars;
  - k. Receiving and processing requests for instructor services from outside the Department;

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- l. Administering training requirements per MCOLES in an accredited local police recruit training academy for certifying sworn law enforcement officers within the guidelines and requirements of the state of Michigan;
- m. Recording and maintaining all DPD member training records;
- n. Acting liaison with the MCOLES with regard to all training records for sworn DPD members; and
- o. Administering and tracking all Public Act 302 fund expenditures.

**101.4 - 3.1 Firearms Training**

- 1. The Firearms Training Unit serves as the Department's sole facility for firearms qualifications.
- 2. All DPD and DPR qualifications and sponsored firearms training shall be administered by current MCOLES certified firearms instructors.
- 3. The Firearms Unit is responsible for the following:
  - a. All DPD and DPR bi-annual qualifications;
  - b. Instruct all Student Police Officers (SPO) with MCOLES required curricula;
  - c. Assist approved outside entities with their qualifications for their mandates;
  - d. Provide recommendations for all approved ammunition, firearms, and related equipment for the Department;
  - e. Develop and assess the firearms training needs for the Department, as it relates to weapons;
  - f. Record and maintain all DPD and DPR member training records for firearms; and
  - g. Function fire and test weapons for investigative units.

**101.4 - 3.2 Firearms Inventory**

Firearms Inventory is responsible for the following *functions*:

- a. Maintaining a monthly inventory of all Department weapons, including gas and riot equipment;
- b. Assigning and maintaining a file of the control numbers of all Department weapons;
- c. Repairing all Department weapons; and
- d. Repairing handcuffs.

**101.4 - 4 Office of Support Operations**

The *commanding officer of the Office of Support Operations* shall be responsible for the operational control over the following commands:

- a. *Assets and Licensing*;
- b. *Detroit Detention Center (DDC)*;
- c. *Communications*; and
- d. *Resource Management*.

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**101.4 - 5 Assets and Licensing**

The commanding officer of Assets and Licensing shall be responsible for the operational control over the following commands:

- a. Forfeiture;
- b. Public Vehicles;
- c. Abandoned Vehicle Task Force (AVTF); and
- d. Liquor Licensing.

**101.4 - 5.1 Forfeiture**

1. *It is the responsibility of the Forfeiture Unit to process all reports regarding seized monies and/or properties in accordance with the provisions of current State of Michigan Forfeiture Acts. The Forfeiture Unit will provide assistance to the validity of a request for forfeiture action.*
2. *The Forfeiture Unit receives preliminary complaint records on a daily basis. The reports are assigned to an analyst, who will conduct a thorough investigation of the arrested individuals and of the properties seized and how the properties were obtained.*
3. *The Forfeiture Unit will assure that all individuals in a forfeiture action are served with a Notice of Seizure and Intent to Forfeit. Members will respond to precincts, raid sites, or any location deemed necessary for this service.*
4. *Upon adjudication of a case, the Forfeiture Unit will adhere to all court orders in a timely manner. The Forfeiture Unit will prepare all paperwork involving any properties, and cause the same to be properly channeled through the appropriate commands.*
5. *The Forfeiture Unit maintains separate case books for narcotic forfeiture and chop-shop cases. Each case is assigned a case file number. A weekly statistical report is submitted, reflecting commencement of forfeiture proceedings for each week. A monthly statistical report is submitted, describing all actions taken on particular cases for that month.*

**101.4 - 5.2 Public Vehicles**

The Public Vehicles Unit is responsible for the following functions:

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

**101.4 - 5.3 Abandoned Vehicle Task Force (AVTF)**

The Abandoned Vehicle Task Force is responsible for the following functions:

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- a. *Processing unclaimed, abandoned, impounded, or evidence vehicles stored at Police Authorized Tow Yards for disposal at public auction and enter such information into the computer system;*
- b. *As directed, processing abandoned vehicles for removal from city streets and private property and enter such information into the computer system;*
- c. *Coordinate Abandoned Vehicle Blitzes, the Mayor's Clean Sweep, and the Halloween Task Force Blitzes;*
- d. *Check reports from vehicles sent to police authorized tow yards;*
- e. *Prepare Michigan Department of State TR-52 on the above vehicles;*
- f. *Prepare sales sheets for monthly auctions at police authorized tow yards;*
- g. *Conduct monthly auctions at police authorized tow yards;*
- h. *Collect monies due the city from the auctions sales and turn the proceeds to the Office of Departmental Financial Services; and*
- i. *Notify the owner if they are entitled to the excess proceeds, if any, after payment of towing and storage fees, cost to the city for processing, and payment to lien holder(s), if any.*

**101.4 - 5.4 Liquor Licensing**

*Liquor Licensing is responsible for the following functions:*

- a. *Investigating all applications of liquor licenses including transfers of licenses, changes in partnerships, requests for additional bar permits, and licensees within to transfer location;*
- b. *Investigating current licenses when it appears that the license may have been obtained fraudulently or where hidden ownership is suspected;*
- c. *Maintaining complete records of all Michigan Liquor Control Commission licensees in the City of Detroit, all changes and transfers of licenses, and all violation complaints and disposition made against licensees;*
- d. *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;*
- e. *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;*
- f. *Conducting all Michigan Liquor Control Commission surveys and those requested by the City Council of the City of Detroit;*
- g. *Representing the Department at all Michigan Liquor Control Commission appeal hearings and at all meetings or hearings on matters relating to liquor licensed establishments; and*
- h. *Processing entertainers' identification cards as described in the city ordinance governing cabaret establishments.*

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**101.4 - 6 Detroit Detention Center**

The Detroit Detention Center (DDC) is a single processing and holding facility for arrests made by the Detroit Police Department, as well as arrests made by outside law enforcement agencies within the city of Detroit. The DDC is comprised of two (2) buildings. The initial processing of arrests are completed by *Department members* in building 100 (DDC); and the final booking and housing of these arrests are completed by Michigan Department of Corrections (MDOC) personnel in building 500. The DDC is a temporary holding facility where the maximum length of confinement is 48 hours absent extraordinary circumstances.

**101.4 - 7 Communications**

The commanding officer of Communications shall be responsible for the operational control over the following commands:

- a. Communications Section; and
- b. Telephone Crime Reporting Unit (TCRU).

**101.4 - 7.1 Communications Section**

Communications Section is responsible for the following *functions*:

- a. All radio dispatching;
- b. Handling of emergency (911) and administrative telephone communications;
- c. Prisoner pickup requests from local jurisdictions; *and*
- d. Cooperating with *Public Utilities* in assuring proper equipment and service.

**101.4 - 7.2 Telephone Crime Reporting (TCR)**

Telephone Crime Reporting 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 twenty-four (24) hour, seven (7) 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 this command is responsible for the following *functions*:

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

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- e. Maintaining a record of vehicles which have been repossessed within the city of Detroit.

## **101.4 - 8 Resource Management**

Resource Management is responsible for the following:

1. Facilities; *and*
2. Uniform Store.

### **101.4 - 8.1 Facilities**

Facilities is responsible for the following *functions*:

- a. Providing cleaning and preventive maintenance for all Department buildings and property;
- b. Restoring and renovating Department buildings; and
- c. Operating Building Maintenance.

### **101.4 - 8.2 Uniform Store**

The Uniform Store is responsible for the following *functions*:

- a. Acquiring uniforms, other uniform related equipment, and leather goods for issuance to designated Department members and police reservists;
- b. Maintaining an adequate supply of uniforms and related equipment, establishing suitable inventory records, and conducting periodic inventories as required;
- c. Accepting uniforms and related equipment from members, and reservists separating from active service;
- d. Processing requests for replacement of Department uniforms and leather goods and accepting/disposing of worn out items; and
- e. Obtaining uniform name tags for Department members.

## **101.4 - 9 Administrative Operations**

*The commanding officer of Administrative Operations shall be responsible for the operational control over the following commands;*

- a. *Secondary Employment;*
- b. *Audio Video Evidence Review Team;*
- c. *Cease Fire;*
- d. *Technical Support;*
- e. *Fleet Management;*
- f. *Civil Rights; and*
- g. *Crime Intelligence.*

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**101.4 - 10      Secondary Employment**

*The Secondary Employment Program allows for businesses or other organizations request to assignment of Department members to events or in other circumstances where the services of a sworn Department member may be required.*

**101.4 - 11      Audio Video Review Team (AVERT)**

*The Audio Video Review Team (AVERT) is a 24 hours/7 days a week operation that has the following responsibilities:*

- a. Extracting and preserving video evidence from any business, private residence, or any other location where a Video Evidence Extraction Request has been made by a member of the Department;*
- b. Processing and producing any video evidence recovered from any business, private residence, or other location, placing it on evidence and completing a supplemental incident report reflecting the same; and*
- c. Performing routine enforcement inspections ensuring that all gas stations doing business in the City of Detroit have installed and/or maintain a digital video surveillance system of adequate quality.*

**101.4 - 12      Cease Fire**

- 1. Ceasefire Detroit is modeled on Operation Ceasefire – a focused deterrence model developed in Boston, Massachusetts. The Department’s focused deterrence approach is based on the finding that a significant percentage of violent incidents are closely associated with groups of high-impact repeat offenders (gang members and associates).*
- 2. Focused deterrence involves a partnership between law enforcement officials, social service providers, and community members.*

**101.4 - 13      Technical Support**

*The purpose of Technical Support is to provide a range of services, including assistance with computer hardware, software, and other electronic or mechanical devices, to insure the Department continues to operate in a highly efficient manner while using the latest resources that technology has to offer.*

**101.4 - 14      Fleet Management**

Fleet Control is responsible for the following:

- 1. Assigning all Department vehicles, motor equipment, and supplies; and*
- 2. Ensuring all buses, taxicabs, and motor vehicles for hire are inspected prior to issuance of Detroit bond plates.*



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**101.4 - 15      *Civil Rights Division***

The Civil Rights Division is responsible for the substantive and procedural requirements of all police-citizen contacts within the constraints of DPD policy, constitutional policing practices, and the law. This is accomplished through audits and inspections. The DPD's Audit Team and Compliance Team are assigned to the Civil Rights Division. The Civil Rights Division is responsible for the following commands:

- a. Risk Management;
- b. Management Awareness System (MAS); and
- c. Body-Worn Cameras (BWC).

**101.4 - 15.1 *Risk Management***

*Risk Management is responsible for monitoring and evaluating the Department's use of the Management Awareness System (MAS)/Risk Management, and reporting such information to the executive staff of the Department.*

**101.4 - 15.2 *Management Awareness System (MAS)***

*The Detroit Police Department's Management Awareness System (MAS) has been established as a proactive tool that is non-disciplinary and provides a systematic review of performance indicators (Reference Manual Directive 401.13, Management Awareness System).*

**101.4 - 15.3 *Body-Worn Cameras (BWC)***

*It is the policy of the Detroit Police Department to increase member safety, protect the Department from unwarranted citizen complaints, and ensure exceptional police service by members of the Detroit Police Department by using BWC systems to securely record policing activities on video/audio media. The use of body-worn cameras does not replace the requirement to provide thorough written documentation of an incident (Reference Manual Directive 304.6, Body-Worn Cameras).*

**101.4 - 16      *Crime Intelligence Unit***

*Crime Intelligence Unit is responsible for the following:*

- a. *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;*
- b. *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;*
- c. *Creation and maintenance of documents pertaining to the Crime Analysis process;*
- d. *Creation and maintenance of statistical data relating to crime and crime trends;*
- e. *Tracking of major and violent crime trends and patterns citywide;*

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- f. 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; and*
- g. Issuing circulars to the appropriate commands after analyzing specific crime trends.*