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Chapter 101 – Organization and Management			101.9
Reviewing Office Office of the Chief of Police			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>Italics</i></small>
References			

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, assistant chief, all deputy chiefs, 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 – 2.3 **Scheduling**

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 a close relationship 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.

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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 Command Level Force Review Team

101.9- 4.1 Composition

The Command Level Force Review Team (CLFRT) has been established to evaluate all investigations of critical firearm discharges and in-custody deaths.

The members of the department that hold the following positions are assigned to perform the duties required of the CLFRT as delineated in this directive:

Chair

Commander, Internal Affairs/Force Investigation

Co-Chairs

Deputy Chief, *Neighborhood Policing Bureau*

Deputy Chief, *Support Services Bureau*

Deputy Chief, *Criminal Investigations Bureau*

Deputy Chief, *Administrative Operations*

Commander, *Training*

In the event of their absence, the co-chairs may designate another executive of the rank of *captain* or above from their respective bureaus or office to participate on the CLFRT.

Chief of Police designee

Second Deputy Chief, *Legal Advisor*

Alternate – *Commanding Officer, Office of the Chief of Police*

101.9- 4.2 Responsibilities

The Chief of Police has determined that the members in above-listed executive positions have the qualifications to perform the executive level evaluations of the investigations of critical firearm discharges and in-custody deaths.

The CLFRT shall complete its review of critical firearm discharges and in-custody death investigations and:

- Interview the principal investigator(s); and
- Prepare a report to the Chief of Police.

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The purpose of the CLFRT is to review every critical firearm discharge and in-custody death investigations within twenty-one (21) days after the case has been completed to evaluate:

- The tactics used by the officer(s);
- The effectiveness of the equipment used; and
- Whether any training issues or risk management issues need to be addressed.

The CLFRT may recommend to the Chief of Police enhancements for training, policy and procedure amendments and/or equipment.

The Chief of Police shall complete a review of the CLFRT report within fourteen (14) days of the report being received.

101.9- 4.3 Scheduling

The CLFRT shall be convened at the direction of the Chair. The CLFRT shall meet a minimum of once a month. Four (4) members in attendance at the CLFRT meeting shall constitute a quorum. The CLFRT shall meet to conduct reviews of all critical firearm discharge and in-custody death investigations conducted by Force Investigation after any criminal reviews have been completed.

101.9- 4.4 Annual Report

The Commander of Internal Affairs/Force Investigation shall annually review critical firearm discharges and in-custody deaths in aggregate to detect patterns and/or problems and report those findings and recommendations, including additional investigative protocols and standards for all firearm discharge and in-custody death investigations, to the Chief of Police. A copy of the report shall be submitted to the Monitor within five (5) months after the end of the year reported on.

101.9 - 5 Uniform Committee

101.9- 5.1 Composition

The Uniform Committee shall consist of a deputy chief, commander, lieutenant, and sergeant appointed by the Chief of Police, and two (2) police officers, one (1) male and one (1) 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.

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101.9- 5.3 Scheduling

The committee shall meet four (4) times a year.

101.9 - 6 Honor Award Board

101.9- 6.1 Composition

The Honor Award Board shall consist of any number of personnel 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 (1) 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. Human Resources - Police Personnel will serve as the central repository for all meritorious recommendations. The board shall have full authority to investigate the circumstances of all recommendations and, if warranted, interview sworn or non-sworn members.

The Honor Award Board shall also examine all cases in which departmental citations and citations for valor were awarded during the previous year. The Board shall select which recipient(s) will receive the following award(s):

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; and
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; and
4. Michigan Association of Chiefs of Police Award.

All recommendations for special award considerations shall be made before March 1st.

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101.9- 6.3 Scheduling

The Honor Award Board shall convene once each month at a time and place designated by the highest-ranking board member. Additionally, the Honor Award Board shall convene once a year to consider recipients of departmental citations and citations for valor for the department's higher awards.

101.9 - 7 Board of Ethics

101.9- 7.1 Composition

The Board of Ethics shall consist of up to fifteen (15) members. One (1) member shall be the commanding officer of the chief's staff. One (1) member shall be a department chaplain, executive director of the Board of Police Commissioners or whomever the board so designates, who shall serve in an advisory capacity without voting powers, a non-sworn member of the department, and one (1) member each shall serve from the following ranks: deputy chief, commander, lieutenant, sergeant, and police officer. The Chief of Police shall appoint five (5) 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 members' 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 (2) 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 Internal Affairs.

101.9- 7.2 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- 7.3 Tenure

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

1. One (1) member each from the following ranks shall be initially appointed for a two (2) year term: department chaplain, deputy chief and sergeant;

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

101.9- 7.4 Meetings

Meetings shall be held once a month, or as directed by the Chief of Police. The presence of six (6) members of the Board of Ethics shall represent a quorum.

101.9- 7.5 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 - 8 Sports Sanction Committee

101.9- 8.1 Composition

The Sports Sanction Committee shall be comprised of seven (7) members with a representative from each of the following ranks: commander, lieutenant, and sergeant, and a representative from the office of Think Detroit PAL and each of the bargaining units and three (3) citizen advisors. The committee shall be appointed by the Chief of Police and shall serve for a period of one (1) 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- 8.2 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- 8.3 Scheduling

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

101.9 - 9 Ordnance Advisory Committee

101.9- 9.1 Composition

The Ordnance Advisory Committee shall consist of the officer in charge of Firearms Training and one (1) member each from Firearms Repair and Firearms Inventory, as

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appointed by the Chief of Police annually. The chairperson will be the officer in charge of Firearms Training.

101.9- 9.2 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- 9.3 Scheduling

This committee will convene once a year as directed by the chairperson.

101.9 - 10 Special Purpose Committees and Boards

Occasionally, the Chief of Police may name personnel and appoint committees to address specific purposes or issues. Committees shall be appointed by the issuance of appropriate department directives.

101.9 - 11 Command Accountability Meeting

101.9- 11.1 Composition

The Command Accountability Meeting (CAM) is composed of the Executive Committee, which includes the Chief of Police; assistant chief; all deputy chiefs; the director of personnel; the commanding officer of the Office of the Chief of Police and all other department entities; all compliance liaison officers (CLO); and a representative from the Office of the Chief Investigator. Additionally, other department members may be required to attend pursuant to the focus of the meeting. It is chaired by the Chief of Police, or designee.

101.9- 11.2 Responsibilities

The CAM is a forum designed to identify and address performance based issues. The essence of the CAM session is communication and performance accountability at all levels of the organization, particularly commanding officers *and any other affected members within his/her command*; consistent with the department's overall risk management plan. Modeled after the COMPSTAT process, the CAM session focuses on addressing organizational issues. The objectives of the CAM session are to:

- Present data captured as a result of an audit, inspection, or other responsible source, to be reported out on by the respective command;
- Identify trends of behavior and discuss measures to address the issues;

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- Identify training issues, policy failure, and other matters that present a risk to the agency;
- Promote consistency in performance methodologies that ensure compliance with policy;
- Enhance communications within the DPD through the sharing of information, its resources, and concepts;
- Create an environment where an individual's positive courses of action are recognized by commanders and their peers, fostering decision-making confidence throughout the organization;
- Serve as a process for critiquing results, strategies, decisions, and providing constructive criticism; and
- Explore the innovative ideas and concepts gained through the process to benefit the DPD, its members, as well as the citizenry and communities served by the organization.

101.9- 11.3 Scheduling

The meeting shall convene twice a month or as directed by the Chief of Police.

101.9- 11.4 Community Engagement

The CAM shall be convened once each quarter in a setting where members from the community shall be able to attend. Notice shall be issued of the date, time and location of the meeting to various community representatives via Civil Rights *Division*.

101.9- 11.5 Audits and Inspections

Audits and inspections of various DPD operations shall be conducted by members assigned to Civil Rights *Division* to identify any potential risk patterns or trends. These potential risk patterns/trends and specific command accountability practices shall be presented at the CAM.

101.9 - 12 Crime Briefing Meeting

101.9- 12.1 Composition

The Crime Briefing meeting consists of all district and precinct command personnel, including a representative from each district/precinct special operations. All investigative and specialized enforcement entities within the department shall have a representative in attendance. Usually, the required representative is the highest ranking member available (commander for a precinct, *captain* for a precinct, lieutenant for special operations and investigative operations, etc.).

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101.9- 12.2 Responsibilities

The Crime Briefing meeting shall convene to address emerging crime trends and problem areas identified through threshold analysis for specific crime categories. The meeting provides the forum for intelligence-led policing, which is a law enforcement strategy to reduce crime through the combined use of crime analysis and criminal intelligence. The focus of the meeting is to:

- Discuss enforcement and prevention of criminal activity;
- Address active and recidivist offenders in the area; and
- Share information gathered through the extensive use of geospatial analysis of crime records, offender records, court records and Michigan Department of Corrections (MDOC) data.

The crime analysis data is provided to law enforcement command staff to ensure that objective and appropriate action plans are put in place to address the enforcement and prevention of criminal activity in the identified areas. The Office of the Assistant Chief will determine if additional department resources, based on their availability and priority, are to be used in the identified areas.

101.9- 12.3 Scheduling

The meeting is held weekly and the Office of the Assistant Chief is responsible for the meeting and its direction.

101.9- 12.4 Community Engagement

The Crime Briefing meeting shall be convened once each quarter in a setting where members from the community shall be able to attend. Notice shall be issued of the date, time and location of the meeting to various community representatives via the respective *Enforcement Operations*.