



<b>Series</b> 100 Administration	<b>Effective Date</b> 11/5/2014	<b>Review Date</b> Annually	<b>Directive Number</b>
<b>Chapter</b> 101 - Organization and Management			<b>101.2</b>
<b>Reviewing Office</b> Planning			<input type="checkbox"/> <b>New Directive</b> <input checked="" type="checkbox"/> <b>Revised</b> <small>Revisions in <i>italics</i></small>
<b>References</b>			

## DEPARTMENT RANK STRUCTURE

### 101.2-1 POLICY

The structure of the Detroit Police Department (DPD) is designed for effectively achieving the Department’s mission. The Chief of Police is responsible for the overall performance of the department. DPD members have responsibilities which are commensurate with rank. Within the rank structure, supervisors may delegate appropriate duties to subordinates. Supervisory personnel are accountable for the activities of members under his/her immediate control. It is the policy of the DPD to provide uniform direction to all 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 his/her authority in a fair and impartial manner so as to safeguard the constitutional rights of the persons with whom he/she comes 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 (1) commanding officer.
2. Each member is accountable to only one (1) supervisor at a time.

### 101.2-5 Board of Police Commissioners

As mandated by the Charter of the city of Detroit, an eleven (11) member Board of Police Commissioners (BOPC) shall head the police department. The Mayor, subject to the approval of the City Council, shall appoint four (4) members of the Board. If the City Council does not disapprove an appointment within thirty (30) days, an appointment is confirmed. The other seven (7) members shall be elected from each non at-large district. The term of membership on the Board is five (5) years, and not

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more than one (1) member's term expires each year. The Board shall meet at the call of its chairperson, but shall meet at least once each week.

#### **101.2-4.1 Duties of the Board of Police Commissioners**

The duties of the Board shall include:

1. In consultation with the Chief of Police and the approval of the Mayor, establish policies, rules, regulations, orders and procedures;
2. Review and approve the department budget before its submission to the Mayor;
3. Receive and resolve any complaint concerning the operation of the police department and forward all allegations of criminality to the appropriate internal or external law enforcement agency for further investigation;
4. Act as final authority in imposing or reviewing discipline of department personnel; and
5. Make an annual report to the Mayor, the City Council, and the public on 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 Secretary to the Board**

The Board of Police Commissioners shall appoint a Secretary to the Board that serves at its pleasure:

1. The Secretary to the Board shall attend all Board meetings;
2. The Secretary to the Board serves as the Chief Administrative Officer of the Detroit Board of Police Commissioners and is responsible for the day-to-day operations of the Board and its staff;
3. The Secretary to the Board may contact individual commanding officers for information regarding matters concerning the Board;
4. Commanding officers shall provide the Secretary to the Board with the requested information unless the commanding officer deems the information to be confidential. In those instances, the commanding officer shall so advise the Secretary to the Board;
5. In the event confidential records are withheld, which in the opinion of the Secretary to the Board are relevant to the duties of the Secretary to the Board or the duties of the staff of the Secretary to the Board, the Secretary to the Board may request the approval of the Chief of Police to review the records;
6. All written correspondence and reports directed to the Secretary to the Board shall be forwarded through the Chief of Police; and

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7. The Secretary to the Board serves as the Board's liaison to the city and government officials, the Chief of Police and command staff, and the community at large.

**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 to complete investigative work and shall be directly accountable to the BOPC;
2. The investigative staff of the BOPC may conduct investigations of citizen complaints, including the interviewing and interrogation of department members; and
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; the constitution of the United States and 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 BOPC.

**101.2-5 Chief of Police**

The Chief of Police is the chief executive officer of the police department 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 BOPC and shall:

1. Organize the department with the approval of the BOPC;
2. Recommend rules, regulations, orders or procedures to the BOPC 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. Direct department personnel in the performance of his/her duties;
7. Except as otherwise provided by the BOPC, keep and control all property and equipment belonging to the department or held by the department as evidence;
8. Submit to the BOPC an annual report of the operations of the department for forwarding to the Mayor, the City Council, and the public;
9. Present annually to the BOPC, the Mayor, the City Council, and the public, a police department operations improvement plan;
10. Exercise such other powers as conferred by the BOPC;
11. The Chief of Police, with the consent of the BOPC, may appoint necessary deputy chiefs; and
12. The Chief of Police may attend all meetings of the BOPC and speak on any issue but shall not vote.

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**101.2-6 Assistant Chief**

An assistant chief reports directly to the Chief of Police. An assistant chief shall ensure all departmental entities within his/her 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. A deputy chief shall also recommend improved methods of performing the duties for which the bureau is responsible; and
3. A deputy chief shall assume any other duties and responsibilities, which may be delegated by a superior officer or as 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 the Human Resources Bureau**

The Director of the Human Resources Bureau (HRB) is appointed by the BOPC to head the police department's personnel services. The director of the HRB shall be non-sworn and serves at the pleasure of the Board:

1. The director of the HRB 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 the HRB shall also assume any other duties and responsibilities which may be delegated by the Chief of Police with Board approval or as set forth in department rules, regulations, orders, or procedures; and

The director of the HRB 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; and

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3. Briefing superior officers regarding situations and conditions that require his/her attention.

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

**101.2-10 Chief Duty Officer**

The *chief* duty officer shall be a department member of the rank of *captain* or above who provides executive direction to department activities on *nights*. The *chief* duty officer shall be responsible for the following:

1. Contacting Communications Operations at the beginning of his/her tour of duty for briefings regarding special events or important occurrences;
2. Apprising Communications Operations of the status of such events, occurrences, or other unusual incidents;
3. Reviewing the *chief* duty officer schedule of activities so as to be informed of any anticipated unusual events or occurrences;
4. Keeping informed of any major crimes or unusual incidents occurring during the tour of duty;
5. Keeping informed of all department members with the rank of *captain* and above that are away from the city during the tour of duty;
6. Responding to a scene of vehicle accidents where there is an odor of intoxicants on the breath of an involved member or employee;
7. Responding to any incident at which the presence of the *chief* duty officer is necessary;
8. Exercising tactical command of any situation until relieved by a member of higher rank;
9. Initiating further upward notification of department executives, when necessary;
10. Conducting random inspections of in-car video and document findings;
11. Conducting periodic field inspections of department vehicles to ensure that personnel are properly equipped and that the equipment is in serviceable condition, and patrol members are informed of current field conditions;
12. Inspecting record books, security systems, etc., at department facilities throughout the city; and
13. Preparing a daily activity report and forwarding this report to the office of the Chief of Police.

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

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**101.2-11 Captain**

A *captain* is responsible for the efficient operation of a command and shall be directly accountable to the commander in charge of the command. A *captain* shall be responsible for the following:

1. The efficient operation of the command;
2. The proper discharge of duties assigned to the command;
3. The enforcement of all laws within the command's jurisdiction;
4. Briefing superior officers of situations and conditions, which require his/her attention;
5. The discipline and efficiency of subordinates assigned to the command;
6. All materials, equipment, and property assigned to the command;
7. Inspections regarding conditions of the command; and
8. Safekeeping, accounting, and controlling all property coming under the control of the command and effective resource allocation of personnel and equipment within the command.

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

**101.2-12 Lieutenant**

Lieutenants shall be directly accountable to his/her 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 crime trends;
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;
11. Maintenance and inventory of all department vehicles, equipment and material;
12. A lieutenant has ultimate responsibility for all operations under the lieutenant's control;
13. Ensuring that all required forms, logs, reports, and the desk blotter are completed on a daily basis; and

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14. If assigned as the officer-in-charge of the precinct station desk, a lieutenant shall also be responsible for the duties stated below.

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

### **101.2-13 Officer-in-Charge of the Precinct Station Desk**

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

1. Control of the precinct station facility and its personnel;
2. Efficient desk operation;
3. Initial processing of walk-in or telephoned into the precinct citizen complaints;
4. Cleanliness of the precinct station;
5. Proper preparation and transmittal of required reports;
6. Safe storage of personal, evidence, found, and safekeeping property;
7. Ensuring that all required forms, logs, blotters, etc., are properly completed; and
8. Reassigning members as needed and notifying patrol supervisors of these changes.

### **101.2-14 Sergeant**

A sergeant shall be directly accountable to the lieutenant in charge of a specific assignment. In the absence of the lieutenant, the designated sergeant or senior ranking 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. Ensuring that all required forms, logs, and reports are properly completed; and
6. Taking the necessary disciplinary action as set forth in department rules, regulations, directives, orders, or procedures.

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



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**101.2-15 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 *precinct*;
2. Keeping the officer-in-charge of the precinct station desk and the platoon lieutenant informed of current matters of importance;
3. Notification of the zone dispatcher, officer-in-charge of the precinct 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 a 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; and
9. *Visually inspect the in-car audio/video equipment of the vehicles assigned to the officers being deployed at the start of each shift to ensure that the equipment is operational and document the results of the inspection, as well as any reports from patrol officers of non-functioning in-car audio/video equipment, on his/her Activity Log Sheet (DPD250), and the actions taken to remedy the non-functioning equipment.*

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

**101.2-16 Investigator**

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

1. *Responding to and directing activities at a crime scene (both preliminary and on-going investigations);*
2. *Conducting and directing investigations along with the gathering of evidence (including witness statements);*
3. *Follow-up investigations;*
4. *Complete and thorough case notes documented in the ascribed records management system;*
5. *Accountability for case notes and investigatory progress during case investigations;*
6. *Awareness of crime patterns, changes and trends affecting an assigned area;*



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7. *Keeping supervisors apprised of significant issues of importance;*
8. *Recovering and processing of evidence/property;*
9. *Conducting live or photo line ups;*
10. *Apprehending wanted persons;*
11. *Typing of Search Warrants and participation in the execution of same;*
12. *Interrogating and processing of detainees;*
13. *Preparing cases for presentation to the prosecutor;*
14. *Assisting the prosecutor through each step of the judicial process;*
15. *Court case preparation and presentation;*
16. *Testifying in court; and*
17. *Establishing and fostering shared communication with department personnel, entities and other law enforcement agencies.*

*An Investigator shall assume all details, duties and responsibilities, which may be delegated by a superior officer or an entity with authority within the department.*

**102.1-18 Detective/Detective Trainee**

*A Detective/Detective Trainee is directly accountable to a sergeant and shall be responsible for the following:*

1. *Responding and directing activities at crime scene (both preliminary and on-going investigations);*
2. *Conducting and directing of investigations along with the gathering of evidence (including witness statements);*
3. *Follow-up investigations;*
4. *Complete and thorough case notes documented in the ascribed records management system;*
5. *Accountability for case notes and investigatory progress during case investigations;*
6. *Awareness of crime patterns, changes and trends affecting an assigned area;*
7. *Keeping supervisors apprised of significant issues of importance;*
8. *Recovering and processing of evidence/property;*
9. *Conducting live or photo line ups;*
10. *Apprehending wanted persons;*
11. *Typing of Search Warrants and participation in the execution of same;*
12. *Interrogating and processing of detainees;*
13. *Preparing cases for presentation to the prosecutor;*
14. *Assisting the prosecutor through each step of the judicial process;*
15. *Court case preparation and presentation;*
16. *Testifying in court; and*
17. *Establishing and fostering shared communication with department personnel, entities and other law enforcement agencies.*

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**101.2-19 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; and
3. A police officer shall ensure that all required forms, logs, etc., that are created by the officer are properly completed.

A police officer shall assume any other duties and responsibilities, which may be delegated by a superior officer *or an entity with authority within the department.*

**101.2-20 Corporals**

*Corporals shall be responsible for a variety of duties related to coaching, instructing and demonstrating proper patrol tasks to be performed by probationary officers and will identify skills of probationary officers which require remediation due to poor performance level and low evaluation ratings. The corporals, as trainers, will have the following responsibilities:*

1. *Complete Daily Observation Reports when training probationary officers;*
2. *Evaluate performance skills of probationary officers in accordance with the Standard Evaluation Guidelines;*
3. *Develop techniques to help the probationary officers meet all training objectives;*
4. *Apprise his/her Field Training Coordinator and Commanding Officer regarding poor performance that is continually demonstrated by his/her assigned probationary officers;*
5. *Attend an annual recertification course to maintain the Corporal/FTO Position; and*
6. *Ensure training given to probationary officers is consistent with the standards for the State of Michigan, DPD, and guidelines of the program.*

*A Corporal shall assume all details, duties and responsibilities, which may be delegated by a superior officer or an entity with authority within the department.*

**101.2-21 Neighborhood Police Officer**

*A Neighborhood Police Officer shall be responsible for addressing community quality of life and crime issues and to quickly respond to concerns and problems within his/her sector and precinct. A Neighborhood Police Officer is directly accountable to a sergeant and shall be responsible for the following:*

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1. *Assigned to an area of the city made up of one (1) or more scout care areas;*
2. *Responsible for establishing problem-solving processes to respond to community concerns;*
3. *Facilitating communication between the community and the police department;*
4. *Answering calls for service as needed and completing all necessary paperwork;*
5. *Coordinating with other entities of the department, outside agencies, Federal, State, County, City departments, and community members;*
6. *Continuously liaison with residents and business owners, neighborhood associations, social service providers, and government agencies in order to fulfill the department's public safety mission;*
7. *Monitor crime trends (Compstat/CFS);*
8. *Plan, organize, direct and participate in crime reduction and problem-solving strategies;*
9. *Organize meetings of community stakeholders to discuss critical community issues and crime reduction;*
10. *Participate in youth services, programs and events;*
11. *Develop strategic responses in order to reduce crime and the fear of crime;*
12. *Develop neighborhood and business watch groups;*
13. *Educate the community of crime prevention issues; and*
14. *Help identify and direct non-law enforcement resources to the community when appropriate.*

*A Neighborhood Police Officer shall assume all details, duties and responsibilities, which may be delegated by a superior officer or an entity with authority within the department*

### **101.2-22 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 member shall assume any other duties and responsibilities, which may be delegated by a police supervisor or non-sworn supervisor, or as 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.