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| <b>Series</b><br>100 Administration                 | <b>Effective Date</b><br>01/30/2020 | <b>Review Date</b><br>Annually | <b>Directive Number</b><br><br><b>101.6</b>   |
| <b>Chapter</b><br>101 – Organization and Management |                                     |                                |   |
| <b>Reviewing Office</b><br>Human Resources          |                                     |                                | <input type="checkbox"/> <b>New Directive</b><br><input checked="" type="checkbox"/> <b>Revised</b><br><small>Revisions in <i>italics</i></small> |
| <b>References</b>                                   |                                     |                                |   |

## **HUMAN RESOURCES**

### **101.6 - 1 PURPOSE**

Human Resources (HR) is responsible for maintaining complete and adequate personnel records on all members; processing all personnel matters; recruiting new members, administering and securing promotional examinations; receiving and investigating complaints of discrimination or harassment on the basis of race, sexual orientation, gender, creed, or national origin; managing the mental and physical health concerns of Department members. Human Resources is composed of the following entities:

- a. Police Personnel;
- b. Police Recruiting;
- c. Police Medical; and
- d. Equal Employment Opportunity (EEO) Office.

### **101.6 - 2 Director of Police Personnel and Staff**

1. *Human Resources is headed by a Director of Police Personnel appointed by the Board. The Director of Police Personnel must be a civilian and serves at the pleasure of the Board of Police Commissioners (BOPC).*
2. The staff for the director is responsible for providing direct assistance to the Director of Police Personnel. HR staff’s primary responsibility is to ensure efficient administrative support.
3. *With the concurrence of the Chief of Police, the Director of Police Personnel shall recruit applicants for service as police officers with the Department, prepare and administer examinations for hiring police officers and prepare and conduct examinations for promotion within the Department.*

### **101.6 - 3 Police Personnel**

1. Police Personnel is responsible for maintaining complete and accurate personnel records of all sworn members assigned to the Department. Police Personnel processes all personnel matters which includes: assignments, transfers, promotions, demotions, retirements, terminations, and leaves of absence.
2. In addition, Police Personnel is responsible for the following:

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- a. Keeping an accurate count of all vacancies within the ranks for promotional purposes;
- b. Preparing, numbering, and distributing all Department citations and awards;
- c. Processing identification cards;
- d. Maintaining “off the force” files;
- e. Preparing personnel orders, announcing funerals, promotions, etc.;
- f. Handling the clearance of all members leaving the Department;
- g. *Resignations*;
- h. *Maintaining residential history for all Department members*;
- i. *Maintaining up-to-date living roster of all Department members*;
- j. *Maintaining current list of members assigned to probationary status*;
- k. Assisting with hospitalization and insurance coverage;
- l. Maintaining an accurate listing of all Department badges, as well as the issuance and replacement of badges;
- m. Maintaining promotional evaluation records of all members;
- n. Preparing eligibility lists for promotional purposes; and
- o. Supervising the administration of the performance evaluation rating system.

#### **101.6 - 4 Police Recruiting**

1. Police Recruiting is responsible for the recruitment, processing, *and investigation* of new members. Recruiting has two (2) main objectives: recruitment and hiring. Police Recruiting encompasses the following:
  - a. Field Recruiting;
  - b. Special Recruiting;
  - c. Advertisements and Mailings; and
  - d. Career Fairs; *and*
  - e. *Social Media*.
2. *Police Recruiting, in consultation with Department physicians is responsible for examining the physical and psychological qualifications of police applicants.*
3. The commanding officer of Police Recruiting is responsible for the submission of the selected applicant files to the Director of *Police Personnel to be reviewed and forwarded to the Chief of Police for final approval and hire.*

#### **101.6 - 5 Police Medical**

Police Medical, in consultation with Department *designated* physicians (*DDP*), is responsible for the following:

- a. Ensuring that proper care is provided for sick and injured members of the Department (*civilian and sworn*) when the sickness or injury is duty related;
- b. Examining the physical and psychological qualifications of all police applicants;

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- c. Providing physical examinations for probationary members and recently promoted members;
- d. Determining whether a member's illness or injury is duty related and whether the resulting bills are reasonable;
- e. Investigating and responding to all medical grievances;
- f. Responding to Pension Bureau inquiries in cases of duty disability retirement applications;
- g. Maintaining medical records for all members of the Department for non-duty related injuries;
- h. Conducting any other medical programs deemed necessary for Department members at the direction of the Chief of Police;
- i. Supervising and coordinating the Department's universal drug screening program;
- j. Processing Family Medical Leave Act (FMLA) requests *and channeling requests for Medical Leave of Absences (MLOA)* for members' own injury or illness; *and*
- k. *Engaging employees with disabilities, and applicable restrictions in the Americans with Disabilities Act (ADA) interactive process.*

**101.6 - 5.1 Employee Assistance Program (EAP)**

The Employee Assistance Program (EAP) is an entity that operates under Police Medical. The EAP is designed to handle *members'* personal or mental concerns, *not related to work*, that may affect a *members'* ability to perform basic daily life functions, or Department-related duties. EAP assistance is a confidential employment service for all Department members.

**101.6 - 6 Equal Employment Opportunity (EEO) Office**

1. The Detroit Police Department is committed to ensuring that no member is denied fair and impartial treatment on the basis of race, color, sex, *familial status, marital status, disability, gender identification or expression*, age, creed, religion, sexual orientation or national origin.
2. The Equal Employment Opportunity Office is responsible for:
  - a. Investigations into claims or allegations of:
    - Sexual harassment
    - Discrimination
    - Hostile work environment
    - *Retaliation*
    - Disparate Impact and Treatment;
  - b. Providing educational materials for the annual mandatory training; and
  - c. Serving as liaison between the Department and other outside enforcement agencies (i.e. United States Equal Employment Opportunity Commission (EEOC) and the Michigan Department of Civil Rights (MDCR)).