



Detroit Police Reserves – Revised Manual

James E. Craig
Chief of Police

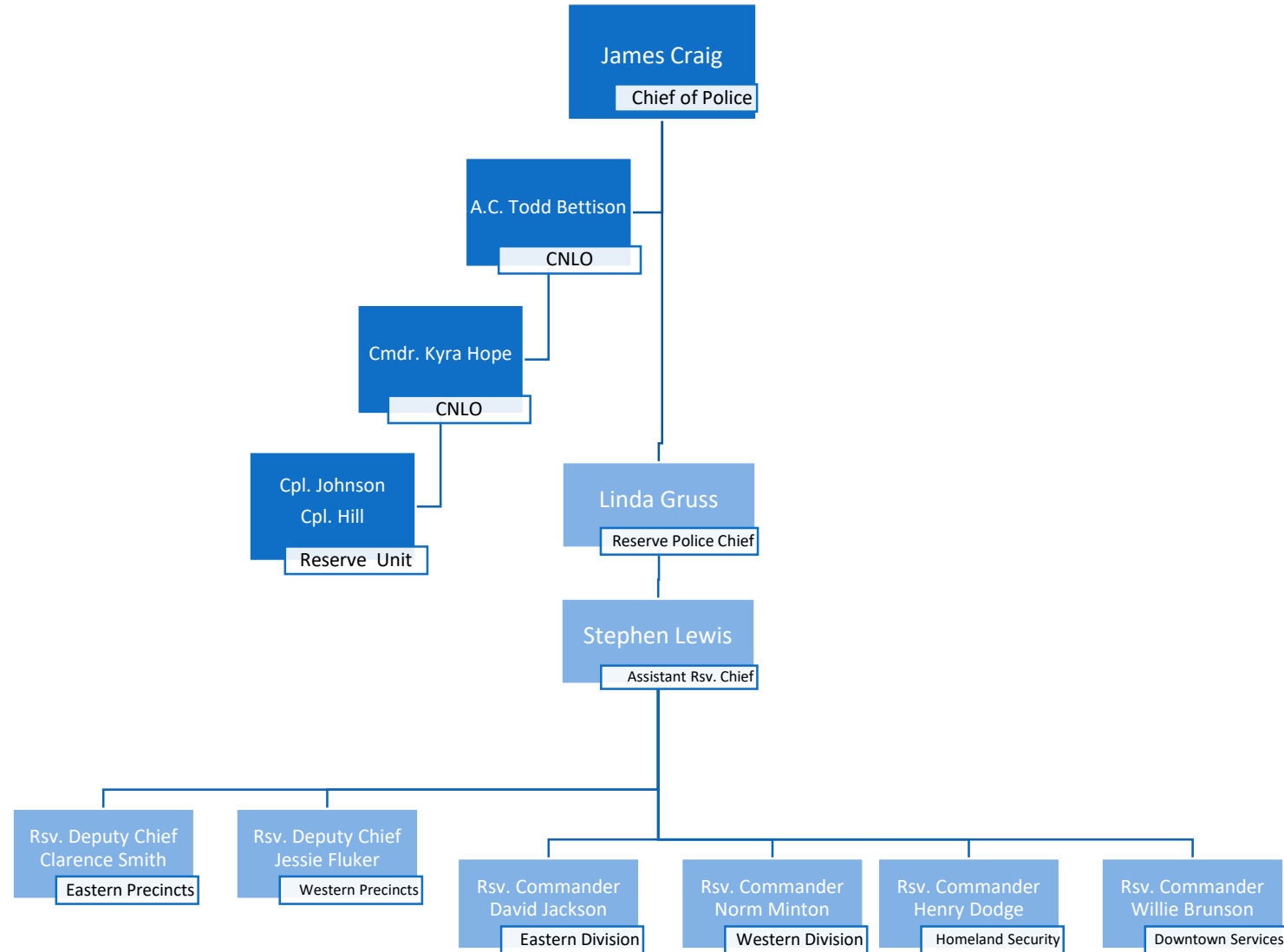
Presented By:
R/Assistant Chief Stephen Lewis

About the Detroit Police Reserve Corps

Police Reservists are uniformed volunteers who possess a strong desire to serve the community in a law enforcement capacity. Established under section 7-818 of the Detroit City Charter, Reserve Officers play an integral role in the Detroit Police Department. When called to duty, Reserve Police Officers, as designated by the Chief, have the powers of peace officers.

The Detroit Police Reserve Corps is overseen by the commanding officers of Chief's Neighborhood Liaison Office (CNLO), Assistant Chief Todd Bettison, and Commander Kyra Hope. Police Corporals Jeffrey Johnson and Royce Hill provide the day-to-day coordination and management of the 120-person unit. The Reserve executive team, headed by Reserve Police Chief Linda Gruss and Reserve Assistant Chief Stephen Lewis, works hand-in-hand with the CNLO to direct, deploy, and grow the membership of this valuable force.

Detroit Police Reserve Executive Team



Current Detroit Police Reserve Manual

- The most recent version of the Detroit Police Reserve (DPR) Manual was released in the early 1990's and was approved by Chief Isiah McKinnon
- This manual does not conform to any modern standards of the Detroit Police Department and is not in compliance with the many changes that were made as part of the multi-year consent decree
- The manual is not similar in any way to the DPD manual, making it difficult for department personnel to review and amend sections as needed. There is no version control, revision history, etc.
- The manual is silent on many important department policies and their impact on reserve officers
- The manual contains almost no policy-driven operational procedures for how reserve officers should perform their duties.

In short, the current DPR manual is outdated and greatly in need of a complete rewrite to bring it in line with the modern era of the department and to set clear guidelines for the operation of the police reserve program.

New Detroit Police Reserve Manual

- The new manual was thoroughly researched and drafted over a two-year period from 2017 to 2019.
- The policies and procedures contained in the new manual were derived from extensive consultation with various commanding officers across the police department, including Civil Rights, Training, Professional Standards, and Neighborhood Policing
- The format of the new manual matches the DPD manual, with each Directive noting the appropriate reviewing office
- The policies in the new manual are clear and unambiguous, and are in line with Department policy for uniformed personnel while accounting for the difference in authority between a reserve officer and a certified police officer
- The new manual contains clear operational procedures for reserve officers to follow, providing clear direction on how to perform the job of Police Reservist
- **The new manual is currently in the formal review process by the Planning and Deployment group. Approval is expected by year end.**

Highlights of the New Police Reserve Manual

The new manual for the Detroit Police Reserve Corps has three main goals:

1. Providing clear policies and procedures for reserve members for a wide range of circumstances they may encounter that are tailored to their unique status as volunteers with limited authority.
2. Ensuring the policies, procedures, and practices of the police reserve corps conform to the standards of the Detroit Police Department.
 - Although there are procedural differences due to the volunteer status of the members, the nature of the work performed, and the limited authority granted to reservists, there are NO carve-outs, exemptions, or exceptions for reserve officers on matters pertaining to use-of-force, oversight, or civil rights.
3. Creating a complete framework for the management of a 21st century integrated police reserve program, including the following elements:
 - Training Requirements
 - Participation Requirements
 - Tour-of-Duty Procedures
 - Misconduct Investigations (including due process requirements)
 - Member Development
 - Recruitment
 - Interfacing With Sworn Members

Highlights of the New Police Reserve Manual

Police Powers

1. Reserve officers obtain their authority by working under the direction of a sworn police officer.

Reserve officers have no police authority while off duty.

When exercising their limited authority, reserve officers are held to the same standard and subject to the same policies as sworn officers.

Duties & Responsibilities

The primary role of reserve officers is to assist and supplement police officers with their duties; they are not a replacement for sworn police officers.

Reserve officers serve the department and the community by providing a visible police presence to neighborhoods and business districts, lending another set of “eyes and ears” to patrol officers, and engaging with the community.

Organization & Management

The Detroit Police Reserve Corps is overseen by the Chief’s Neighborhood Liaison Office. The Police Reserve Chief and Reserve Executive Staff manage the program and membership, while sworn police officers serving as reserve coordinators manage deployment and integration with police department.

Reserve members are afforded opportunities for advancement in the program based on their skills, work history, interests, and abilities. Reserve supervisors work with sworn supervisors to provide front-line direction and oversight of reservists in the field.

Organization of the Detroit Police Reserve Corps

Policy Area	Old Manual Policy	New Manual Policy Directive
Basis and Limits of Authority	Brief statement about the Detroit Police Reserve Corps (DPR) being established by city charter	<p><u>101.4 Jurisdiction and Authority</u></p> <ul style="list-style-type: none">• The Detroit Police Reserve Corps is established by the Detroit City Charter and the grants the Chief of Police the authority to enumerate their powers.• Unless specifically and expressly granted by the Chief of Police, reserve police officers do not possess any police powers while working without the presence of or in conjunction with a certified police officer.• Absent the presence and direction of a certified police officer, reserve police officers may not:<ul style="list-style-type: none">• a. Make a custodial arrest for a misdemeanor offense;• b. Enforce traffic laws and/or issue citations for traffic offenses;• c. Execute search and/or arrest warrants of any kind; or• d. Seize property from any citizen and/or business.• Reserve police officers do not possess any inherent authority to take police action while off duty. Reserve members while off-duty shall be limited to actions which are permissible by a private citizen.

Organization of the Detroit Police Reserve Corps

Policy Area	Old Manual Policy	New Manual Policy Directive
Organizational Structure	<p><u>Chapter 1</u></p> <ul style="list-style-type: none"> The DPR is administered by the Reserve Section of the Detroit Police Department The Chief of Police shall appoint a Commanding Officer of the DPR to oversee the organization and the Reserve Section Reserve Coordinators are sworn police officers responsible for operating the reserve program: disseminating orders, fielding requests, providing training, assigning equipment, etc. Reserve supervisors are appointed to oversee lower-ranking reserve personnel alongside sworn members 	<p>The new manual formalizes the current organizational structure of the DPR and provides detailed guidelines for the efficient operation of the program through the following sections:</p> <ul style="list-style-type: none"> 101.1 – Written Directives <ul style="list-style-type: none"> Officially establishes the DPR Manual as the precedent book of procedures for the reserve corps and provides compliant procedures for amendment. Confirms the supremacy of the Detroit Police Department Manual if/when DPR and DPD policies impacting reserve officers are in conflict. 101.2 – Rank Structure <ul style="list-style-type: none"> Updates the reserve rank structure and provides a position description for each rank Codifies the responsibilities of the Commanding Officer of the DPR, the Reserve Coordinator, and the Reserve Police Chief. 101.3 – Reserve Police Chief’s Staff <ul style="list-style-type: none"> The Reserve Police Chief is the chief executive officer of the police reserve corps and has overall responsibility for administering the organization. The Chief of Police shall appoint a Reserve Police Chief of Police from a list of qualified candidates provided by the commanding officer of the Detroit Police Reserves.

Organization of the Detroit Police Reserve Corps

Policy Area	Old Manual Policy	New Manual Policy Directive
<p>Organizational Structure</p> <p><i>CONTINUED</i></p>		<p><i>Continued from previous page</i></p> <ul style="list-style-type: none"> • 101.5 – Special Purpose Committees <ul style="list-style-type: none"> • Senior Executive Committee – Executive reserve members, reserve coordinators, and the leadership of the CNLO. • Recruitment Committee - Responsible for conducting activities related to recruiting, interviewing, and recommending candidates for appointment to the DPR. • Disciplinary Board – Senior reserve members responsible for conducting disciplinary proceedings for violations of DPR policies and directives.
<p>Supervision</p>	<p>While the old manual described the ranks of the reserve corps, no policy or operational information is provided to guide the performance of a reserve supervisor’s duties.</p>	<p><u>101.6 Supervision</u></p> <ul style="list-style-type: none"> • Differentiates between a sworn and reserve supervisor • Describes the responsibilities of a reserve supervisor in detail • Establishes a primary reserve supervisor for each reserve member

Appointment and Minimum Standards

Policy Area	Old Manual Policy	New Manual Policy Directive
Minimum Standards for Appointment	<p><u>Chapter 2 – 1.1</u></p> <ul style="list-style-type: none"> • US citizen • At least 18 years old • Resident of City of Detroit or verifiable affiliation • Good physical condition; must pass health screen • No felony or high misdemeanor convictions • HS Diploma or GED 	<p><u>401.4 - 3 Eligibility Requirements</u></p> <ul style="list-style-type: none"> • Citizen of the United States • Minimum twenty-one (21) years of age at time of application • Demonstrable affiliation with the city of Detroit or prove his/her willingness to serve its citizenry • Good physical and mental condition. Must pass a complete physical and psychological examination by a department physician. In addition, must pass drug testing • No record of felony or high misdemeanor convictions, or have any outstanding warrants • High school diploma or G.E.D. Certificate
Application and Appointment Procedures	<p><u>Chapter 2 – 1.2-1.6</u></p> <p>Applicants shall prepare a written application to a reserve coordinator, who will pre-screen by checking LEIN, SOS, and CCH. An interview will be conducted and background check will be conducted. The Commanding Officer of the DPR shall review each file and make a decision; those passing review will undergo a health and drug screen.</p>	<p><u>401.4 - 3 Applicants to the Detroit Police Reserve Corps</u></p> <p><i>No policy change but full procedural details have been added</i></p> <ol style="list-style-type: none"> 1. Oral board process 2. Background check procedure 3. In-home interview procedure 4. Medical and Psychological exam process (includes clarification about the requisite fitness standards) 5. Applicant acceptance process, including a policy that the Commanding Officer of the DPR must approve candidates

Appointment and Minimum Standards

Policy Area	Old Manual Policy	New Manual Policy Directive
Minimum Participation for Continued Membership in the DPR	NOT COVERED	<p><u>401.2 - 3.1 Minimum Hours Required</u></p> <ol style="list-style-type: none"> 1. To maintain active membership in the Detroit Police Reserve Corps, members must contribute a minimum number of hours each month. The minimum number of hours required increases by rank. 2. Defines “On Duty” as working any detail, shift, or assignment; and “Off Duty” as attending meetings, trainings, or ceremonies. 3. Each rank has a minimum number of hours required each month: <ul style="list-style-type: none"> • Reserve Police Officer 12 • Reserve Corporal 12 • Reserve Sergeant 16 • Reserve Lieutenant 20 • Reserve Captain 24 • Reserve Executive (Commander and above) 30 <p>Additional requirements are covered in the following Directives:</p> <ul style="list-style-type: none"> • 304.5 Training (Annual continuing education and bi-annual firearms training) • 402.1 Timekeeping (Prompt submission of time records and monthly meeting attendance)

Training

Policy Area	Old Manual Policy	New Manual Policy Directive
Basic Recruit Training Procedures	<p><u>Chapter 2.1</u> The Detroit Metropolitan Police Academy in concert with the Commanding Officer of the Reserve Section shall establish the course of instruction on basic police reserve training. Course of instruction shall include Orientation, Drill and Ceremony, Rank Structure, ethics and courtesy, traffic/crowd control, report writing, firearms, criminal and juvenile law, communications, other police issues.</p>	<p><u>401.4 - 3 DPR Academy</u></p> <ul style="list-style-type: none"> • Procedure for the organization of the Police Reserve Academy <p><u>304.5 - 4.1 Reserve Recruits</u></p> <ul style="list-style-type: none"> • Newly appointed reserve recruits shall first attend and successfully complete the DPD mandated reserve officer recruit training program, and thereafter shall adhere to the detailed training mandates for reserve members. Specific core curricula are outlined in subsequent sections: <ul style="list-style-type: none"> • 304.5 - 5.1 Limits of Authority • 304.5 - 5.2 Use of Force • 304.5 - 5.3 Chemical Defensive spray: • 304.5 - 5.4 PR-24 Baton:
Field Training	NOT COVERED	<p><u>304.5 - 8 Field Training Officer (FTO) Program</u></p> <ul style="list-style-type: none"> • Policy that all new reservists must complete 144 hours of field training by an approved DPR Field Training Officer • Contains the procedures for applying this policy
Continuing Education	NOT COVERED	<p><u>304.5 - 4.2 Mandatory Training - Reserve Members</u></p> <ul style="list-style-type: none"> • Policy that all reserve members must receive yearly updated training on Department Policy, Use of Force, Legal Issues, and Weapons

Police Actions

Policy Area	Old Manual Policy	New Manual Policy Directive
Arrests	<p><u>Chapter 7</u></p> <ul style="list-style-type: none"> • A reserve officer may arrest a person for a felony offense • A reserve officer may arrest a person for a misdemeanor offense only when summoned to assist a peace officer • There are NO procedural details for how a reservist should affect the arrest or how the arrest should be processed 	<p><u>202.1 - 4 Arrest Authority</u></p> <ol style="list-style-type: none"> 1. Unless working in conjunction with a certified police officer, a reserve officer may only arrest a person for the commission of a felony. 2. Reserve officers may make an arrest for a misdemeanor offense at the direction of a certified police officer, when the officer has determined that probable cause exists to arrest the person. <p><u>202.1 - 6 Detainment for Misdemeanor Crimes</u></p> <ol style="list-style-type: none"> 1. If, in the performance of their duties, a reserve officer observes a misdemeanor crime committed in their presence, or has probable cause to believe that a misdemeanor crime has been committed, the reservist shall notify the zone dispatcher of the circumstances and request that a certified police officer come to their location. 2. A reservist may detain a person that is subject to arrest by a certified police officer if the circumstances warrant such action, e.g. a person assaulted another person in the presence of a reserve officer, to stop a person from endangering themselves or others, etc. <p>All sections contain full procedural details that are DPD compliant for how the arrest/detainment should be handled by reservists.</p>

Police Actions

Policy Area	Old Manual Policy	New Manual Policy Directive
Vehicle Stops	<p><u>Chapter 9.4</u></p> <ul style="list-style-type: none"> Reservists shall not attempt to enforce traffic laws or make vehicle stops for other minor law offenses (less than felony offenses). If a citizen’s vehicle is observed being operated in violation of a traffic law which poses a significant danger to the public, the reservist shall notify the zone dispatcher and request a marked unit. The reservist may keep the vehicle under observation if it can be done safely. No “exigent circumstances” clause exists for stopping a vehicle to preserve life or injury (i.e. wrong way driver, sparking wires, etc.) No procedural information is provided for conducting a stop made when warranted. 	<p><u>201.1 - 13 Stopping Vehicles</u></p> <ol style="list-style-type: none"> Reserve police officers possess no authority to enforce traffic laws. Reserve officers shall not initiate vehicle stops unless expressly directed by a sworn officer or when exigent circumstances warrant such action. Under no circumstances shall a reserve member engage in a vehicular pursuit. While engaged in vehicular patrol, reserve members shall offer assistance to any sworn officers they encounter on a traffic stop for the purpose of increasing officer safety. If assistance is requested, the reservist(s) shall follow the direction of the sworn member(s). Where assistance is not requested, the reservist shall leave the scene of the stop. <p>Chapter 202.2 – 4.1 <i>Initiating a Vehicle Stop</i> contains detailed procedural information on initiating and terminating stops that are compliant with DPD policy but more restrictive for reservists.</p>
Vehicle Pursuits	<p><u>Chapter 9.5</u></p> <ul style="list-style-type: none"> Reservists shall not engage in a vehicle pursuit whether on duty or off duty in either a department or privately owned vehicle 	<p><u>202.2 – 2 VEHICLE PURSUIT POLICY</u></p> <ul style="list-style-type: none"> Members of the Detroit Police Reserve Corps (DPR) are prohibited from engaging in any form of vehicular pursuit for any purpose while operating a department vehicle. Reservists shall not operate any privately-owned vehicle while on duty or in uniform in pursuit of another vehicle for any purpose.

Police Actions

Policy Area	Old Manual Policy	New Manual Policy Directive
Calls for Service (Police Runs)	NOT COVERED	<p><u>201.1 - 10 Radio Runs</u></p> <p>As a general rule, reserve officers shall not be the singular or primary response unit for Calls for Service (CFS). Reserve officers shall, however, assist sworn officers with radio runs if/when requested and/or practicable to promote officer safety and efficiency. Unless specifically instructed by a dispatcher or sworn member, reservists shall not go to the location of any radio run until a sworn member has arrived. When assisting patrol officers on radio runs, reservists shall follow the direction of sworn members at all times and shall be mindful not to interfere with any investigations being conducted.</p>
Civil Matters	<p><u>Chapter 30.2</u></p> <ul style="list-style-type: none">A reservist shall not render assistance or advise parties in civil matters except to prevent a breach of the peace or to quell a disturbance actually commenced	<p><u>201.1 - 15 Civil Process and Disputes</u></p> <ol style="list-style-type: none">Unless otherwise directed by a sworn member, reserve officers shall refer persons desiring service on a civil process to the Wayne County Sheriff's Department.Reserve officers confronted with civil disputes shall bear in mind that their main function is to prevent or quell a breach of the peace. Civil disputes generally involve arguments about money or property. Reserve officers may advise the disputants to seek legal relief in civil court.When confronted with civil disputes, reserve officers shall notify a sworn member if a breach of the peace appears imminent.

Police Actions

Policy Area	Old Manual Policy	New Manual Policy Directive
Impoundment/Towing of Vehicles	NOT COVERED	<p><u>201.1 – 14.1 Impounding of Vehicles by Reserve Police Officers</u></p> <ol style="list-style-type: none"><li data-bbox="1472 382 2456 505">1. All department members, including reserve officers, have a duty to protect the public from abandoned and/or disabled vehicles that present a hazard to traffic.<li data-bbox="1472 515 2456 772">2. Reserve police officers shall make every effort to safeguard vehicles that are blocking traffic and/or creating a hazard to the public until a certified police officer can proceed to their location and impound the vehicle. If a certified officer is not available, reserve officers shall contact a patrol supervisor for further instructions and guidance.<li data-bbox="1472 782 2456 905">3. Reserve officers on vehicular patrol shall offer to assist sworn members with impounds whenever practicable by assisting with traffic control, inspections, etc.<li data-bbox="1472 915 2456 996">4. Reserve officers may initiate the towing and impounding of a vehicle when directed by a certified supervising member.<li data-bbox="1472 1006 2456 1168">5. When assisting with or processing a vehicle impound, reserve officers shall comply with all policies and procedures outlined in section 204.4 – Impounding of Vehicles of the DPD Manual.

Use of Force

Old Manual Policy

Chapter 8.1

- Only that force which is necessary to effect the arrest may be used. That force may be a verbal command softly spoken or it may be extreme physical force. Deadly force may only be used in self defense or in the defense of others.
- In making an arrest a reservist must be careful not to subject a prisoner to any greater severity or indignity than is necessary to effect the arrest and the reservist must bring the prisoner safely to the precinct or other designated area. No amount of force is too great in making an arrest if it is necessary to overcome obstinate and dangerous resistance

Chapter 8.2

- Prohibited Holds: Carotid submission hold; bent arm submission hold; and hammerlock with carotid submission hold
- Reservists are prohibited from carrying unauthorized impact tools (i.e. blackjack, slapjack, etc.)

No procedural information is provided.

New Manual Policy Directive

201.3 – USE OF FORCE BY RESERVE MEMBERS

Recognizing the importance of providing clear, unambiguous direction for this topic, an entire chapter was created to ensure that DPR members have proper guidelines and procedures that adhere the department standards.

201.3 – 2 POLICY

The primary function of Police Reserve Officers to assist certified members of the police department by providing an extra level of visibility, deterrence, and safety. Reserve members do not replace police officers, and are not deployed to provide front-line law enforcement services to the community. Nevertheless, their presence at the scene of police actions, and their authority to, when necessary, effect felony arrests and assist in misdemeanor arrests, may require a reservist to use necessary force in the performance of their duties.

It is the policy of the Detroit Police Department (DPD) that members – including police reservists - shall document on a Use of Force/Detainee Injury Report (UF-002), every incident as defined by DPD Manual Directive *201.11 – Use of Force and Detainee Injury Reporting/Investigation*, occurring while a member is acting in an official capacity while on duty. All use of force incidents involving reserve members shall be processed and investigated by sworn supervisory personnel, and shall follow the same procedures outlined in the above directive with appropriate deviations as necessary to account for the differences between sworn members and reserve personnel.

Detailed procedures are provided to ensure that proper and investigations are completed for reserve members in a use-of-force incident.

Professional Standards

Policy Area	Old Manual Policy	New Manual Policy Directive
Code of Conduct	<p><u>Chapter 3</u></p> <ul style="list-style-type: none"> • Specific policy statement requiring reserve officers to observe all rules of conduct as set fourth in the manual and “other department orders” • Specific rules of conduct are enumerated in the chapter 	<p><u>102.1 Code of Conduct</u></p> <ul style="list-style-type: none"> • 102.1-2 POLICY - It is the policy of the Detroit Police Reserve Corps to adopt and comply with the Detroit Police Department’s Code of Conduct, in its entirety, as outlined in the DPD Manual, section 102.3 – Code of Conduct. All eserve members are expected to review, comprehend, and adhere to this code of conduct at all times. Failure to adhere to the Code of Conduct may subject a reserve member to disciplinary action, up to and including dismissal from the reserve corps. • By adopting the DPD official Code of Conduct, reserve officers are bound to the same standards as sworn personnel
Misconduct Investigations	<p><u>Chapter 4</u></p> <ul style="list-style-type: none"> • Policy establishing the Commanding Officer of the DPR as the sole administrator of discipline for the police reserve corps • Policy requiring reservists to report suspected misconduct to the Commanding Officer through channels. Procedural requirements are outlined for completing the misconduct report • No policy or procedures exist for investigations, disciplinary administration, due process, or appeal. 	<p><u>102.2 Misconduct Investigations and Discipline</u></p> <ul style="list-style-type: none"> • Policy statement - it is the policy of the DPD and the DPR to diligently and expeditiously record and investigate complaints, take corrective disciplinary action when appropriate, take corrective procedural action when necessary, vindicate the member when justified and to protect the rights of the citizens that we serve. • Extensive procedures that comply with existing DPD policy are outlined for reporting alleged misconduct, conducting complete investigations, adjudicating sustained charges, and affording reservists a minimum right to due process. • Procedures distinguish between violations of DPR regulations (e.g. attendance) and more serious charges involving abuse of authority or conduct toward citizens.

Professional Standards

Policy Area	Old Manual Policy	New Manual Policy Directive
Body-Worn Cameras	NOT COVERED	<p><u>304.6 Body-Worn Cameras</u></p> <ul style="list-style-type: none">• All active reserve members shall be trained in the proper usage of BWCs no later than 12-31-2020.• The Reserve Chief shall coordinate with the CNLO and the Civil Rights Division to ensure that all reservists are entered into the DPD's BWC database.• Reserve members, once trained, shall utilize BWCs when on-duty and working a detail or other event where they may engage with members of the community in a police capacity.• Reserve members shall follow all department procedures and directives pertaining to the proper usage of BWCs.• Reserve members shall make appropriate documentation and notifications if they are unable to obtain a BWC at the start of their detail.• CNLO will be maintain primary responsibility for monitoring BWC usage among the DPR and for reviewing footage, if/when necessary.

Reserve Member Development

Policy Area	Old Manual Policy	New Manual Policy Directive
Performance Evaluations	<u>NOT COVERED</u>	<p><u>401.6 Performance Evaluations</u></p> <ul style="list-style-type: none"> • 401.6-2 Policy - Members of the DPR play a special role within the police department and within the community. While the concept of performance ratings for volunteer service may seem unusual, the inherent powers and responsibilities of police reserve officers are unique and require a level of development, monitoring, and documentation atypical to many volunteer organizations. The performance evaluation system is designed to provide a comprehensive method by which all volunteer members of the DPR may be evaluated on their individual performance as it relates to their positions and assignments in the police reserve corps during the given rating period. • Procedures for administering a performance review to each member that are consistent with the spirit of the DPD evaluation system (modified and simplified for reservists). • Procedures for departmental review of reservists found to be performing below minimum standards, with escalating responses to below-average ratings ranging from re-training to disciplinary action.
Transfers	<u>NOT COVERED</u>	<p><u>401.5 Transfers</u></p> <ul style="list-style-type: none"> • 401.5 – 2 It is the policy of the DPR to operate a fair and open personnel transfer and position reassignment process that balances the reservist’s preferences with the needs of the police department. • The section contains procedures for requesting and processing transfers.

Reserve Member Development

Policy Area	Old Manual Policy	New Manual Policy Directive
Promotions	<u>NOT COVERED</u>	<p>401.4 Promotional Process</p> <ul style="list-style-type: none"> • 401.4-2 Policy - It is the policy of the DPR to provide equal promotional opportunities to all reserve members based on a candidate's merit. This department will afford every reservist an opportunity for promotion and shall not discriminate against persons on the basis of race, religion, gender, sexual orientation, or national origin. • 401.4 - 3.1 Supervisory Promotions - All promotions of reserve personnel shall be made by either the Chief of Police or, the Reserve Police Chief with the approval of the Commanding Officer of the DPR. Promotions shall be made on the basis of competitive examinations administered by the Chief's Neighborhood Liaison Office, except for positions above the rank of reserve lieutenant or its equivalent. • 401.4 - 3.2 Command and Executive Promotions - The Reserve Police Chief shall appoint reserve members to above the rank of reserve lieutenant with the input and consultation of the police reserve coordinators. Reservists appointed to senior executive ranks (reserve deputy chief and reserve assistant chief) require written consent of the Commanding Officer of the DPR or his/her designated supervising sworn member. • Procedures are outlined for administering a test for Reserve Sergeant and Reserve Lieutenant, as well as an appeal process • Newly promoted reserve supervisors must undergo training, outlined in section 304.5–5.6 - <i>DPR Supervisory Leadership and Accountability</i>