

Emailed to (JC)
BoPC on 3/20/2020

PLANNING, RESEARCH AND DEPLOYMENT
TRANSMITTAL OF WRITTEN DIRECTIVE

FOR SIGNATURE OF: James E. Craig, Chief of Police

TYPE OF DIRECTIVE: Manual Directive 401.3

SUBJECT: PROMOTIONAL PROCESS

ORIGINATED OR REQUESTED BY: Planning, Research and Deployment

APPROVALS OR COMMENTS:

The above referenced manual directive was reviewed by Human Resources. Revisions are marked in strikethroughs, bold, and italics.

The recommended changes reflected in this policy are as follows:

1. 401.3 – 3 – Authority – Verbiage was updated, per Director Anderson, to reflect the current City Charter.
2. 401.3 – 4.1 – Applications – Verbiage was changed and added to clarify the application process.
3. 401.3 – 4.2 – Minimum Qualifications for Sergeant's Examination – This section was deleted because these are not the minimum qualifications.
4. 401.3 – 4.3 – Minimum Qualifications for Lieutenant's Examination – This section was deleted because these are not the minimum qualifications.
5. 401.3 – 5 – Eligibility Requirements – This section was changed to "Minimum Qualifications" because it defines the minimum qualifications pertaining to the promotional process.

A P P R O V E D
MAR 11 2020
[Signature]
SECOND DEPUTY CHIEF
POLICE LEGAL ADVISOR

Approved
[Signature]
2/11/20

A P P R O V E D
MAR 11 2020
[Signature]
1ST ASSISTANT CHIEF
OFFICE OF THE CHIEF
JAC COP

A P P R O V E D
[Signature]
ADMINISTRATIVE OPERATIONS

**AFTER THE DIRECTIVE IS APPROVED AND SIGNED, PLEASE RETURN TO
PLANNING, RESEARCH AND DEPLOYMENT.
1301 Third Avenue, 7th Floor, Detroit MI 48226**

19-162
RECEIVED 3/20/20



Series 400 Personnel	Effective Date	Review Date <i>Three Years</i>	Directive Number 401.3
Chapter 401 – Career Development			
Reviewing Office Human Resources			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

PROMOTIONAL PROCESS

401.3 - 1 PURPOSE

The purpose of this policy is to outline the promotional requirements for sworn *members of the Detroit Police Department (DPD)*.

401.3 - 2 POLICY

It is the policy of the DPD to provide equal promotional opportunities to all members of the Department based on a candidate's merit. This Department will afford every applicant an opportunity for promotions and shall not discriminate against persons on the basis of race, *ethnic background, gender, sexual orientation, religion, economic status, age, or cultural background*.

401.3 - 3 Authority

401.3 - 3.1 Promotions

The Chief of Police shall make all promotions within the Department. All promotions shall be made with the approval of the Board of Police Commissioners. Promotions shall be made on the basis of competitive examinations administered by the Director of *Police Personnel*, except for positions above the rank of lieutenant or its equivalent. All examinations *will be administered by the Director of Police Personnel* with the concurrence of the Board of Police Commissioners.

401.3 - 4 Procedure

401.3 - 4.1 Application

1. Upon announcement of a competitive examination for promotion, members who are eligible for the examination per the eligibility requirements announced by a Department *administrative message shall apply as directed by Human Resources*. All applications shall be submitted by a designated filing date. *Members submitting an application after the filing date must submit an Inter-Office Memorandum (DPD568), through channels, stating the reason for the late submission to the Chief of Police who will make the final determination on the acceptance of the late application.*
2. *Eligibility requirements related to service time and education must be met by the eligibility date noted in the promotional process announcement.*

401.3 Promotional Process

3. *It is the responsibility of the promotional candidate to ensure that they are properly registered to participate in the promotional process and has the correct dates, times, and locations for the promotional exercises.*
4. *The combined score from all exercises will constitute a cumulative score for each candidate. The multiple-choice written examination is used to determine the participating member's eligibility to proceed to the next phase of the process. The cumulative scores of the candidates who complete all portions of the process will be consolidated into a ranked-ordered eligibility list. Being placed on the eligibility list does not guarantee promotion.*

401.3 - 5 Minimum Qualifications

The *minimum qualifications* for applicants to take the examination for the rank of *detective*, *sergeant* and *lieutenant* are enumerated in the Department *Administrative Message*, which announces the examination. An applicant must meet these requirements in order to take the examination.

401.3 - 6 Bibliography

An examination bibliography is published in the Department *Administrative Message* announcing the examination. The bibliography consists of a list of the principal sources from which the majority of questions on the promotional examination will *likely* be developed. However, this list in no way limits the examination exclusively to these sources. There will also be questions on general police knowledge and a random sample of police literature that is familiar to progressive police officers. In addition, emphasis will be directed toward identifying those members who are familiar with basic supervisory and administrative principles.

401.3 - 7 Appeal Periods

1. *After the preliminary written examination results have been provided to participating members, there will be a designated timeframe announced for candidates to review their examination and/or file appeals.*
2. *The results of the written promotional examination appeal/review process will be posted in an administrative message.*
3. *After the preliminary oral interview results have been provided to participating members, there will be a designated timeframe announced for candidates to review their results and/or file appeals.*
4. *The results of the oral interview appeal/review process will be posted in an administrative message.*