



Series 400 Personnel	Effective Date 9/9/2014	Review Date Annually	Directive Number 401.3
Chapter 401 - Career Development			
Reviewing Office Human Resources Bureau			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Reviewed
References			

PROMOTIONAL PROCESS

401.3 - 1 PURPOSE

The purpose of this policy is to outline the promotional requirements for sworn personnel for 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, religion, sex, or national origin.

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 Human Resources, except for positions above the rank of lieutenant or its equivalent. Human Resources will prepare all examinations with the concurrence of the Board of Police Commissioners.

401.3 - 4 Procedure

401.3- 4.1 Application

Upon announcement of a competitive examination for promotion, members who are eligible for the examination per the eligibility requirements announced by department directive shall obtain an application in person at a designated location. All applications shall be submitted by a designated filing date. Applications submitted after the filing date will be accepted only at the discretion of the Chief of Police upon the presentation in writing of sufficient reason.

401.3- 4.2 Minimum Qualifications for Sergeant's Examination

Thorough knowledge of the techniques of supervision, department rules and regulations, department procedures; criminal law and court procedures; laws of arrest, search and seizure and traffic laws; liquor rules and regulations, city ordinances and

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general patrol work; sufficient verbal skills to prepare the necessary reports and records; firm and tactful temperament in dealing with subordinates; peers, supervisors and the public; sound judgment; and a sensitivity for the knowledge of fundamental concepts in the area of police community relations.

401.3 - 5 Minimum Qualifications for Lieutenant's Examination

Thorough knowledge of management functions, departmental organization rules, regulations, and procedures; familiarity with modern procedures, police practices, laws and the rules of evidence; ability to command members and sufficient verbal skills to prepare the necessary reports and records; good powers of observation; tact and recognition of human relations values in dealing with fellow officers and the public; initiative and resourcefulness in meeting and disposing of difficult and unusual situations; sound judgment; even temperament; and a sensitivity for and knowledge of fundamental concepts in the area of police community relations.

401.3 - 6 Eligibility Requirements

The eligibility requirements for applicants to take the examination for the rank of sergeant and lieutenant are enumerated in the department directive, which announces the examination. An applicant must meet these requirements in order to take the examination.

401.3 - 7 Bibliography

An examination bibliography is published in the department directive announcing the examination. The bibliography consists of a list of the principal sources from which the majority of questions on the promotional examination will 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 - 8 Appeals

Members believing themselves aggrieved by proposed promotions to the ranks of sergeant and lieutenant as approved by the Board of Police Commissioners may initiate an appeal to the Board of Police Commissioners. Members wishing to initiate an appeal shall, within the time limits set forth for such appeal, prepare an Inter-Office Memorandum, (DPD568), stating facts sufficient to show that the appealing member is listed on the promotional eligibility roster and has not been promoted and another member whose position on the roster is lower or who is not on the roster has been

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approved for promotion. The memorandum shall be delivered to the Office of the Board of Police Commissioners within the prescribed time limits.