



Series 400 Personnel	Effective Date 06/14/2016	Review Date Annually	Directive Number 401.4
Chapter 401 - Career Development			
Reviewing Office <i>Professional Education and Training</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>Italics</i></small>
References			

UNCONFIRMED MEMBERS

401.4 - 1 PURPOSE

The purpose of the directive is to outline guidelines, procedures, and policies on training and evaluations of unconfirmed members.

401.4 - 2 POLICY

The department bears the obligation to the city of Detroit and its own members to train and confirm the best qualified newly hired and newly promoted candidates as representatives of the Detroit Police Department (DPD).

401.4 - 3 Procedures

All newly recruited personnel, who are to undergo training as police officers, shall be known as student police officers (SPOs). They shall be known by this title from the date of hire to graduation from the Training Center. All SPOs who successfully graduate from the Training Center, shall be known as probationary police officers (PPOs). They shall be known by this title from the date of graduation until the effective date of the approved confirmation as police officers. Student police officers (SPOs) and PPOs are subject to all the rules and regulations of the DPD.

401.4 - 4 Probationary Officers Process

401.4- 4.1 Student Police Officers (SPOs) Probationary Training

SPO probationary training shall include on the job training in clerical assignments and other non-enforcement duties pending organization of training classes at the Training Center. Evaluation of student police officers outlined and implemented while at the Training Center shall be the governing factors in determining a student's satisfactory progress. If a SPO does not satisfactorily meet the standards for the successful completion of recruit training, the commanding officer of the Training Center shall request a Probationary Evaluation Board (PEB) be convened to review the case and make final recommendations to the Chief of Police.

401.4- 4.2 Probationary Period

The probationary period shall be eighteen (18) months from the date of hire, or one (1) year from graduation, whichever comes first. The purpose of the probationary period

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is to closely examine all probationary police officers to ensure that those ultimately confirmed are qualified intellectually, physically, and emotionally for law enforcement service and to eliminate those individuals who prove to be unqualified.

401.4- 4.3 Field Training

Upon graduation from the Training Center, probationary police officers (PPOs) will remain assigned to the Training Center for one (1) year and shall be assigned as department needs dictate. Each commanding officer may assign a PPO as needs dictate. However, all commanding officers are urged to utilize probationary officers on foot patrol assignments.

401.4- 4.4 Monthly Probationary Reports

1. A ranking member shall closely observe those members who are serving in a probationary capacity in the command. The commanding officer shall ascertain from the member's supervisors whether the necessary progress for confirmation is being made, and if not, what methods of correction are being employed. The member's supervisors shall also coordinate his/her observations and recommendations with the Training Center and the assigned Field Training Officer (FTO).
2. On or before the seventh of each month, the lieutenants and sergeants responsible for supervising probationary members shall prepare a progress report, Monthly Report - Probationary Police Officer (PPO) (DPD580), on each PPO under his/her supervision as of the first of each month. The commanding officer, upon receiving each progress report, shall personally review the contents in the presence of the PPO and the supervisory officers, and shall indicate in the space provided any action taken. The PPO shall sign in the space provided certifying that the member has read the report and has been advised and counseled concerning the member's progress. This report shall be kept on file at the precinct or command.
3. On or before the fifteenth (15th) of each month, the commanding officer shall prepare three (3) copies of an Inter-Office Memorandum (DPD568), a compiled list of the PPOs that are found to be unsatisfactory. If a PPO has received two (2) unsatisfactory reports, this information shall also be included on the compiled list. The original memorandum shall be forwarded through channels to the concerned deputy chief. One (1) copy shall be forwarded to the commanding officer of Labor Relations. The final copy shall be retained by the command.
4. When a PPO has received two (2) unsatisfactory reports, the parent command shall prepare an Inter-Office Memorandum (DPD568) and forward it through official channels to the Chief of Police requesting to convene a Probationary Evaluation Board (PEB). A separate memorandum shall be prepared for each PPO to be evaluated. After approval of the request by the Chief of Police, Disciplinary Administration shall convene a PEB to determine appropriate action.

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401.4- 4.5 Monthly Probationary Reports from Temporary Assignments

If a PPO is temporarily assigned to any unit in excess of thirty (30) days prior to a permanent assignment, the commanding officer of such command shall direct the appropriate supervisory officers to prepare a progress report on the member. The progress report shall be forwarded to the commanding officer of the command to which the PPO is subsequently assigned.

401.4- 4.6 Possible Grounds for Non-Confirmation

The following are examples of possible grounds for non-confirmation:

1. Police contacts that result in charges (e.g. domestic violence, driving under the influence, assault, etc.);
2. Failure to maintain eligibility in accordance with the Michigan Commission on Law Enforcement Standards (MCOLES);
3. Two (2) unsatisfactory probationary reports; and
4. Violations of the DPD Code of Conduct policy.

401.4- 4.7 Confirmation Report

1. One (1) month prior to a member's confirmation, a Confirmation Report (DPD580a) shall be prepared by commanding officers on each PPO, indicating a recommendation regarding confirmation. The report shall be complete and include necessary documentation. A completed Performance Evaluation Rating shall accompany the Confirmation Report (DPD580a). These reports shall be forwarded through channels to the concerned deputy chief at least thirty (30) days prior to the confirmation date. After reviewing the original report, the deputy chief shall forward the report to Human Resources.
2. If the parent command has recommended that the member not be confirmed or that the period of probation be extended, additional copies of these reports shall be required. The commanding officer of the parent command shall ensure that copies of the eleven (11) month confirmation report, including the Performance Evaluation Rating, are immediately forwarded directly to Disciplinary Administration, the Training Center, and Labor Relations for their information. In addition, the parent command shall prepare an Inter-Office Memorandum (DPD568) and forward the memorandum through official channels to the Chief of Police requesting to convene the PEB.
3. After approval of the request by the Chief of Police, Disciplinary Administration will convene the PEB to determine appropriate action. If the parent command has recommended that the member shall not be confirmed or that the probation period be extended, the probationary police officer shall be personally served with a memorandum signed by the commanding officer informing the member of the recommendation, and that the member will not be confirmed pending the findings of the PEB.

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4. Prior to recommending that a probationary police officer be confirmed, the parent command shall notify Internal Affairs to determine the existence of an ongoing investigation and Disciplinary Administration to determine the existence of outstanding disciplinary charges. If an ongoing investigation and/or outstanding disciplinary charges are disclosed, the Confirmation Report shall so indicate and shall recommend that a PEB be convened. In such cases, the commanding officer of the parent command shall not make a recommendation regarding confirmation in the Confirmation Report (DPD580a) but shall include any relevant information that should be considered by the PEB. When necessary for operational reasons, Internal Affairs may fail to disclose an investigation.

401.4 - 5 Newly Promoted Personnel Probationary Process

Promotions of police personnel to the rank of sergeant and lieutenant are probationary and subject to confirmation.

401.4- 5.1 Probationary Period

The probationary period for sergeants and lieutenants shall be one (1) year beginning with the date of promotion regardless of payroll effective dates. Upon satisfactory completion of the probationary period, the member is confirmed into the new rank.

401.4- 5.2 Probationary Training

Newly promoted members will immediately assume the duties and responsibilities of his/her new rank. Unless otherwise ordered by the Chief of Police, the probationary period will be served at the command to which the member is assigned upon promotion. They shall work in close harmony with his/her superior officers to gain the level of knowledge and understanding that is the prerequisite for confirmation into his/her new rank. They may also be required to attend special training sessions administered by the department, public, or private institutions.

Further, it is incumbent upon superior officers to provide adequate training and counseling on an individual basis to newly promoted members so that successful development of investigative, supervisory, and managerial personnel will be assured.

401.4- 5.3 Monthly Probationary Reports

A Probationary Lieutenants, Sergeants, and Investigators Report (DPD580b), will be prepared on all newly promoted members through the rank of lieutenant, by the member's immediate supervisor under the same guidelines and procedures as enumerated previously for newly appointed personnel.

On or before the fifteenth of each month, the commanding officer shall prepare four (4) copies of an Inter-Office Memorandum (DPD568), a compiled list of probationary lieutenants and sergeants who are found to be unsatisfactory. If a probationary

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lieutenant or sergeant has received two (2) unsatisfactory reports, this information shall also be included on the compiled list.

The original memorandum shall be forwarded through channels to the deputy chief concerned. One (1) copy shall be forwarded to the commanding officer of Disciplinary Administration and one (1) copy shall be forwarded to the commanding officer of Labor Relations. The final copy shall be retained by the command. When a probationary lieutenant or sergeant has received two (2) unsatisfactory reports, Disciplinary Administration shall request that the PEB be convened to determine appropriate action.

401.4- 5.4 Confirmation Report for Lieutenants and Sergeants

At the conclusion of eleven (11) months in the new rank, the member's commanding officer shall prepare a recommendation for or against confirmation, including an evaluation of the member's supervisory or investigative ability. A Performance Evaluation Rating also shall be completed. The commanding officer's report and the completed Performance Evaluation Rating form shall be forwarded to the deputy chief concerned for approval or denial of confirmation.

The deputy chief shall then forward the reports to Human Resources. Reports that recommend confirmation and completed individual certificates of promotion shall be forwarded to the Office of the Chief of Police. Those reports that do not recommend confirmation shall include a summary of the corrective measures that have previously been undertaken. Where confirmation has not been recommended, the PEB will convene so a final recommendation can be made to the Chief of Police for a decision.

401.4 - 6 Probationary Evaluation Board (PEB)

1. A PEB shall convene when it becomes necessary to appraise the overall performance of any member in a probationary status. The Chief of Police shall appoint members of the Board to serve for a period of one (1) year.
2. The Board for all members except student police officers shall consist of not less than five (5) members, one (1) of who shall hold the rank of commander and be designated as chairperson. Under no circumstances will any member of the Board be below the rank of lieutenant, nor below the rank of the member being evaluated.
3. Further, no member of the Board shall be from the command to which the probationary member is assigned, except when special authorization is granted by the Chief of Police in unusual circumstances.
4. For the evaluation of student police officers, the Board shall be comprised of not less than three (3) members from the Training Center, one (1) of whom shall hold the rank of captain or above, and shall serve as the chairperson. Under no circumstances will any member of the Board be below the rank of sergeant. No member of the Student Police Officer Board shall be a former or present instructor of the probationary member.

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5. The probationary member's present or past supervisors or commanding officer may be present for resource data and the Board may call other witnesses, as it deems necessary.
6. The command responsible for convening the PEB shall be responsible for notifying the member and the union, in writing, of the time and location of the hearing, not less than seven (7) days before the scheduled hearing. The union shall be provided with a copy of the request to convene the PEB with this notification.
7. It should be kept in mind that the PEB is impaneled to assist the Chief of Police in making the final determination when it is recommended that a probationary member not be confirmed or when a student police officer does not meet the minimum standards for graduation from recruit training.
8. The Board may call such witnesses as it sees fit to complete the investigation. For purposes of the hearing, the member who is being evaluated is considered to be a witness and not a participant. The Board is not an adversary proceeding. Its purpose is as set forth above. To accomplish that end, the Board shall do all questioning of witnesses called by the Board.
9. In the event that the Board calls the member who is the subject of the Board's inquiry as a witness, that member shall be entitled to representation by either a union steward or an attorney. Such representative, keeping in mind the purpose of the Board, shall act in an advisory capacity to the member and not in an adversary capacity.
10. Board members should keep in mind that in line with his/her purpose, he/she should not accept conclusionary statements by supervisors, but must seek out and report to the Chief of Police the facts upon which those conclusions are based. A record of all evaluations made by the Board shall be prepared by the Board in written form and submitted to the Chief of Police via Disciplinary Administration within seven (7) working days after completion of the Board's meeting.
11. The record shall contain the signatures of Board members and shall include appropriate recommendations. The command responsible for convening the Board shall be responsible for ensuring that the member and the union are served with the approved findings of the Board in a timely manner and that a copy of the findings are also forwarded to Labor Relations.

401.4-6.1 Student Police Officers (SPO)

For a SPO the Board may recommend:

1. **Continuance** of training under special circumstances;
2. **Recycling** through the recruit-training program for unusual reasons. If recycling is recommended, the Board shall also recommend that the probationary period be extended for six (6) months; or
3. **Dismissal**. When the Director of Human Resources dismisses a probationary member, Human Resources shall order the probationary member to appear for

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a conference. During that conference the probationary member shall be informed of the dismissal.

The SPO will also be informed that he/she may appeal the decision to the MCOLES in accordance with procedures promulgated by that agency.

401.4-6.2 Probationary Police Officers (PPO)

For a PPO the Board may recommend:

1. **Special Training;**
2. **Recycling** through the field training program at another command for unusual reasons. If recycling is recommended, the Board shall also recommend that the probationary period be extended up to six (6) months;
3. **Transfer** to another command; or
4. **Dismissal.** When the Director of Human Resources dismisses a probationary member, Human Resources shall order the probationary member to appear for a conference. During that conference the probationary member shall be informed of the dismissal.

The probationary member shall also be informed that an appeal may be made to the Chief of Police within ten (10) days of the conference.

401.4-6.3 Newly Promoted Personnel

For newly promoted personnel the Board may recommend:

1. **Special Training;**
2. **Transfer;** or
3. **Returning** the member to the member's former rank.