



Series 100 Administration	Effective Date TBD	Review Date Three Years	Directive Number 101.6
Chapter 101 - Organization and Management			
Reviewing Office Human Resources			<input type="checkbox"/> New <input checked="" type="checkbox"/> Directive Revised <i>Revisions in italics</i>
References			

HUMAN RESOURCES

101.6 -1 PURPOSE

The purpose of this policy is to set forth the roles and responsibilities of Human Resources.

101.6 - 2 POLICY

Human Resources shall oversee Police Personnel, Police Recruiting, Police Medical, and the Equal Employment Opportunity (EEO) Office. The commanding officer of Human Resources shall hire new members through progressive and inclusive strategies, investigate EEO complaints with precision and empathy, and secure promotional exams that properly assess the knowledge, skills, and abilities of members seeking elevation. Adherence to this policy will help ensure that the DPD upholds high standards of officer professionalism, enhance public safety, and to ensure compliance with state regulations.

101.6 - 3 Director of Police Personnel and Staff

1. The Division of Police Personnel 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.
2. The Director of Police Personnel shall appoint a Deputy who serves at the pleasure of the Director.
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.
4. At the discretion of the Board of Police Commissioners, the Director of Police Personnel shall report to and meet regularly with the Board of Police Commissioners and the Chief of Police.

101.6 - 4 Police Personnel

1. Police Personnel is responsible for maintaining complete and accurate personnel records of all members assigned to the Department. Police Personnel shall process all personnel matters, including but not limited to personnel assignments, transfers, promotions, appointments, demotions, retirements, and separations.
2. In addition, Police Personnel is responsible for the following:
 - a. Keeping an accurate count of all vacancies within the ranks for promotional and staffing purposes;
 - b. Filling all vacancies with qualified professionals and ensuring each member maintains appropriate certification or licensure;
 - c. Preparing, numbering, and distributing all citations and awards issued by the Department;
 - d. Processing identification cards, including retirement identification cards;
 - e. Preparing personnel orders;
 - f. Ensuring members separating from the Department obtain the appropriate clearance prior to leaving;
 - g. Processing resignations, retirements, termination, or other forms of separations;
 - h. Maintaining residential history for all Department members;
 - i. Maintaining an up-to-date roster of all Department members;
 - j. Maintaining an accurate listing of all Department badges, as well as the issuance and replacement of badges, including retirement badges;
 - k. Maintaining promotional evaluation records of all members;
 - l. Preparing eligibility lists for promotional purposes; and
 - m. Supervising the administration of the performance evaluation rating system for the Department's professional staff.
3. Police Personnel is responsible for the tracking of officer licenses and certifications, ensuring strict adherence to MCOLES requirements. It is crucial that officers remain active and in good standing, underscoring the importance of maintaining accurate records of officer status.
 - a. **Tracking and Monitoring:** Police Personnel shall maintain a centralized and up-to-date database of all officer licenses and certifications, including initial licensing, renewals, inactivation, and reactivations. This centralized database is crucial for ensuring the security and organization of the Department's tracking of licenses and certification.
 - b. **Processing and Reporting:** Police Personnel shall be responsible for the timely processing of all initial license applications and, where appropriate, reactivations. This efficient and reliable processing is key to the Department's compliance with MCOLES requirements.
 - c. **Liaison and Support:** Police personnel will be the primary liaison between the Department and MCOLES on all licensing and certification matters. This includes submitting requests for new licensure and, where appropriate, reactivations, as well as reporting any changes in officer status. Police Personnel will also advise

supervisors and officers on matters pertaining to licensing procedures and requirements.

- d. **Reporting and Auditing:** Police Personnel shall conduct an internal annual audit of all officer licenses as mandated by MCOLES or policy. This audit should verify the validity of licenses and identify any potential compliance issues.
- e. **Administer Discipline:** Police personnel shall administer discipline to members of the professional staff.

101.6 - 5 Police Recruiting

1. Police Recruiting is responsible for maintaining a diverse and inclusive workforce through equitable recruiting practices, including the efficient processing and investigation of candidates for employment as police officers. Police Recruiting has two main objectives: recruitment and hiring. Police Recruiting encompasses the following:
 - a. Field Recruiting;
 - b. Advertisements;
 - c. Career Fairs and other special events; and
 - d. Social Media and online presence.
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.
4. Police Recruiting is responsible for providing clear instructions and comprehensive support to officers in the application and renewal process for MCOLES licenses. This includes assisting with completing forms, gathering necessary documentation, and expediting submissions.

101.6 - 6 Police Medical

Police Medical, in consultation with the appropriate department designated physician (DDP), is responsible for the following:

- a. **Medical Care and Evaluation Standards:** Ensuring that proper care is provided for sick and injured members of the Department when the sickness or injury is duty related;
- b. **Physical And Psychological Qualifications:** Determining the qualifications of all police applicants;
- c. **Injured Members:** Determining whether a member's illness or injury is duty related;
- d. **Medical Grievances:** Investigating and providing the initial response to all medical grievances;
- e. **Pension Bureau:** Responding to inquiries in cases of duty and non-duty disability retirement applications;

- f. **Medical Records:** Maintaining any necessary medical records for members of the Department connected with duty and non-duty related injuries;
- g. **Medical Programs:** Conducting any other medical programs deemed necessary for Department members at the direction of the Chief of Police;
- h. **Drug-Screening Programs:** Supervising and coordinating the Department's universal drug screening program;
1. **Family Medical Leave Act (FMLA):** Processing requests for medical leave of absences (MLOA) for qualifying injuries or illnesses;
- j. **Americans with Disabilities Act (ADA):** Engaging employees with disabilities and facilitating reasonable accommodations through the (ADA) interactive process; and
- k. **Hospitalization and Insurance:** Assisting with hospitalization and insurance coverage issues.
- l. **Uniformed Services Employment and Reemployment Rights Act (USERRA):** Ensuring compliance with an USERRA requirements pertaining to members returning from military service or training.

101.6 - 6.1 Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a confidential employment service for all Department members. EAP is managed by the Psych Services Unit within Police Medical. This program is specifically designed to address personal or mental concerns that may affect a member's ability to perform essential daily life functions or Department-related duties but are not work-related.

101.6 - 6.2 Employee Wellbeing Service (EWS)

The Employee Wellbeing Services (EWS) is a voluntary, third-party partnership between the City of Detroit and Health Management Systems of America (HMSA). It is a short-term, problem resolution and referral service designed to help with personal, job, or family-related concerns. Employees and eligible family members (spouses and dependents in the household) can access face-to-face, video, or telephonic sessions.

The purpose of the EWS program is to resolve and gain control over personal problems that may be interfering with work and daily life. Services are confidential and free. It is not intended as a substitute for health insurance related long-term therapy or higher level care (e.g., intensive outpatient program, residential, or hospitalization). Some common life altering events the EWS Program can help with are:

- Stress or anxiety
- Life Transitions
- Grief and loss
- Divorce or separation
- Conflict resolution
- Work-life counseling

101.6 - 7 Equal Employment Opportunity (EEO) Office

1. The Department strictly prohibits discrimination or harassment on the basis of race, sex, age, creed, religion, sexual orientation, color, disability, national origin, or other protected classification.
2. In accordance with Directive 102.1-4, the EEO Office shall-
 - Investigate all allegations of sexual harassment, discrimination, hostile work environment, retaliation, or disparate treatment or impact.
 - Serve as a liaison with the US-EEOC and the MDCR.
 - Creating educational materials as needed for training or other purposes.

Related Policies

- 102.1 Non-Discrimination



Series 100 Administration	Effective Date 01/30/2020	Review Date Annually	Directive Number 101.6
Chapter 101 - Organization and Management			
Reviewing Office Human Resources			D New Directive 121 Revised <i>Revisions in ital/cs</i>
References			

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; aAtl
 - 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)).