



**DETROIT  
BOARD OF POLICE COMMISSIONERS**

1301 Third Street  
Suite 767  
Detroit, Michigan 48226

Phone 313•596•1830 TTY: 711  
Fax 313•596•1831  
www.detroitmi.gov

## MEMORANDUM

**TO:** Board of Police Commissioners  
**FROM:** Victoria Shah, Secretary to the Board and Administrative Staff  
**DATE:** June 29, 2023  
**RE:** Oversight and Community Focused Meetings

Dear Honorable Police Commissioners,

The following considerations for Board of Police Commissioners meetings are intended to achieve the following:

- Align with the Board of Police Commissioners Charter-Mandated responsibility to maintain “supervisory control and oversight of the Police Department”.
- Address repeated feedback from the public and Commissioners that the Board’s focus should be on identifying and addressing police misconduct and citizen complaints.
- Create an atmosphere that draws in and focuses on the input and contributions of the community.
- Make the best use of Commissioners and the public’s time by following a meeting structure that complies with the OMA; is efficient; and includes agenda items that further oversight, transparency, and education for the public.

Pursuant The Board of Police Commissioner By Laws, the agenda items in ***bold italics*** are required. BOPC Staff will continue to draft each meeting agenda and modify at the direction of the Board Chairperson. At the start of each meeting, the Board will continue to have the opportunity to approve the agenda or motion to modify it prior to approval.

### Meeting Considerations

Continue to explore the feasibility of hosting more Board meetings in community venues instead of DPD venues.

AGENDA ITEM	REGULAR MEETING	COMMUNITY MEETING
<b><i>Call To Order and Roll Call</i></b>	<ul style="list-style-type: none"><li>• Commissioners</li><li>• Staff</li><li>• Chief/representative</li><li>• Officials/representatives</li><li>• Community Leaders</li></ul>	<ul style="list-style-type: none"><li>• Commissioners</li><li>• Staff</li><li>• Chief/representative</li><li>• Officials/representatives</li><li>• Community Leaders</li></ul>

AGENDA ITEM	REGULAR MEETING	COMMUNITY MEETING
<i>Invocation</i>		
<i>Approval of Agenda</i>		
<i>Approval of Minutes</i>		
<i>Report from the Chairperson</i>	<ul style="list-style-type: none"> <li>• 5 minute limit</li> <li>• Content at discretion of Chair</li> <li>• Prioritize each resolution based on how critical it is to oversight</li> </ul>	<ul style="list-style-type: none"> <li>• 5 minute limit</li> <li>• Content at discretion of Chair</li> <li>• Resolutions for Community Members for work related to oversight, public safety, community-police relations</li> </ul>
Community Impact Report	<ul style="list-style-type: none"> <li>• 10 minute limit</li> <li>• 2 minute limit for each Commissioners' comments/Q&amp;A dialog with the presenter</li> </ul> <p>Example content on rotational basis:</p> <ul style="list-style-type: none"> <li>• BOPC oversight data analysis</li> <li>• Citizen Complaints/OCI</li> <li>• Critical Incident Reports</li> </ul>	<ul style="list-style-type: none"> <li>• 2 minute limit for each Commissioners' comments/Q&amp;A dialog with the presenter</li> </ul> <p>Example content on rotational basis:</p> <ul style="list-style-type: none"> <li>• BOPC oversight data analysis</li> <li>• Citizen Complaints/OCI</li> <li>• Critical Incident Reports</li> <li>• Public Hearing w/topic specific public comments</li> </ul> <p><b>NOTE:</b> If Public Hearing scheduled, limit content to that topic.</p>
<i>Chief of Police Report/Precinct Report</i>	<ul style="list-style-type: none"> <li>• 10 minute limit</li> <li>• 2 minute limit for each Commissioners' comments/Q&amp;A dialog with the presenter</li> </ul> <p>BOPC provides parameters, example content on rotational basis:</p> <ul style="list-style-type: none"> <li>• Misconduct/coaching/discipline</li> <li>• Crime reduction strategies</li> </ul>	<ul style="list-style-type: none"> <li>• 10 minute limit</li> <li>• 2 minute limit for each Commissioners' comments/Q&amp;A dialog with the presenter</li> <li>• Chief introduces Precinct; Precinct gives report</li> </ul> <p>BOPC provides parameters, example content on rotational basis:</p> <ul style="list-style-type: none"> <li>• Misconduct/coaching/discipline</li> <li>• Crime reduction strategies</li> </ul> <p><b>NOTE:</b> If Public Hearing scheduled, limit content to that topic.</p>
<i>Public Comments</i>	2 minutes	2 minutes

AGENDA ITEM	REGULAR MEETING	COMMUNITY MEETING
<b>Presentations to the Board</b>	<ul style="list-style-type: none"> <li>• By request of Commissioners, Staff, or public</li> <li>• DPD HR on 3<sup>rd</sup> Thursdays</li> <li>• 1 presentation per meeting</li> <li>• 10 minute limit</li> <li>• 2 minute limit for each Commissioners' comments/Q&amp;A dialog with the presenter</li> </ul> <p><b>NOTE:</b> No presentation if closed session is scheduled</p>	<ul style="list-style-type: none"> <li>• Max 2 presentations per meeting</li> <li>• 10 minute limit each</li> <li>• Community Relations President report and optional other community groups on topics related to oversight, public safety, community-police relations</li> <li>• 2 minute limit for each Commissioners' comments/Q&amp;A dialog with the presenter</li> </ul> <p><b>NOTE:</b> If Public Hearing scheduled, limit content to that topic.</p>
<b>Secretary Report/Announcements</b>	5 minute limit	5 minute limit
<b>Unfinished Business</b>	<ul style="list-style-type: none"> <li>• Content as needed</li> <li>• <b>Closed sessions</b> in compliance with OMA</li> </ul>	<b>NOTE:</b> No closed sessions. If Public Hearing scheduled, limit content to that topic.
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Content as needed</li> <li>• DPD promotions, discipline, applicant appeals</li> <li>• BOPC matters for vote not covered in Chair Report</li> <li>• <b>Closed sessions</b> in compliance with OMA</li> </ul>	<ul style="list-style-type: none"> <li>• Content as needed</li> </ul> <p><b>NOTE:</b> No DPD promotions, disciplines, applicant appeals, or closed sessions. If Public Hearing scheduled, limit content to that topic.</p>
<b>Adjournment</b>		

Thank you for your consideration,

*Victoria Shah* 6/29/2023

Victoria Shah, Secretary to the Board of Police Commissioners