



Board of Police Commissioners

Accountability through Civilian Oversight

OFFICE OF THE CHIEF INVESTIGATOR

**REV. JEROME WARFIELD, SR.
CHIEF INVESTIGATOR**

900 MERRILL PLAISANCE, DETROIT, MI 48203 (313) 596-2499



OCI MISSION STATEMENT

THE MISSION OF THE OFFICE OF THE CHIEF INVESTIGATOR (OCI) IS TO **FAIRLY, EFFECTIVELY, AND OBJECTIVELY** RECEIVE, INVESTIGATE, AND MAKE RECOMMENDATIONS REGARDING COMPLAINTS CONCERNING THE DETROIT POLICE DEPARTMENT AND ITS PERSONNEL. IT IS THE GOAL OF THE OCI TO ASSIST IN IMPROVING THE QUALITY OF LAW ENFORCEMENT SERVICES BY INSTILLING CITIZEN CONFIDENCE IN THE INTEGRITY OF THE DETROIT POLICE DEPARTMENT.



OCI STRUCTURE

THE OCI CIVILIAN STAFF INCLUDES:

<p>1 CHIEF INVESTIGATOR</p>	<p>3 SUPERVISING INVESTIGATORS</p>	<p>7 SENIOR INVESTIGATORS</p>	<p>15 INVESTIGATORS</p>	<p>2 CLERICAL PERSONNEL</p>
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CITIZEN COMPLAINTS



THE OFFICE OF THE CHIEF INVESTIGATOR (OCI) SERVES AS THE INVESTIGATIVE STAFF FOR THE DETROIT BOARD OF POLICE COMMISSIONERS (BOPC). OCI IS STAFFED BY CIVILIAN PERSONNEL. IT IS THEIR JOB TO DIRECT THE PROCESS FOR RECEIVING, INVESTIGATING, AND THE RESOLUTION OF COMPLAINTS ABOUT POLICE MISCONDUCT AGAINST THE DETROIT POLICE DEPARTMENT AND ITS PERSONNEL.

- ALL CITIZEN COMPLAINTS ARE FORWARDED TO OCI FOR INVESTIGATION.
- YOU WILL RECEIVE A NOTIFICATION OF YOUR COMPLAINT NUMBER AND THE NAME OF YOUR ASSIGNED INVESTIGATOR.
- ***IF OCI DETERMINES THAT THE ALLEGATIONS ARE CRIMINAL IN NATURE, THE CASE WILL BE FORWARDED TO THE PROFESSIONAL STANDARDS DIVISION (PSD) FOR INVESTIGATION.***
- PERIODICALLY, YOU WILL RECEIVE INFORMATION ON THE STATUS OF YOUR COMPLAINT, UNTIL IT IS COMPLETED.

THE FINDINGS ARE THEN REVIEWED AND APPROVED BY A MEMBER OF THE BOARD OF POLICE COMMISSIONERS. AFTER APPROVAL BY THE BOARD, THE OFFICE OF THE CHIEF INVESTIGATOR WILL NOTIFY YOU IN WRITING OF THE INVESTIGATIVE FINDINGS AND WHETHER OR NOT NON-DISCIPLINARY CORRECTIVE ACTION OR DISCIPLINARY ACTION WAS TAKEN.

FILE A CITIZEN COMPLAINT

WHO CAN FILE A CITIZEN COMPLAINT REPORT (CCR)?

- A VICTIM OF THE ALLEGED MISCONDUCT
- A PARENT/GUARDIAN OF A MINOR
- A WITNESS
- AN ORGANIZATION
- AN AGENT REPRESENTING A COMPLAINANT
- AN ANONYMOUS COMPLAINANT

NO ONE CAN BE TURNED AWAY FROM FILING A CITIZEN COMPLAINT





FILE A CITIZEN COMPLAINT

HOW TO FILE A CITIZEN COMPLAINT...

- IN-PERSON AT OCI OR AT ANY PRECINCT IN THE CITY
- BY LETTER
- BY TELEPHONE OR FAX
- ONLINE - SCAN QR CODE

SCAN ME



OFFICE OF THE CHIEF INVESTIGATOR
900 MERRILL PLAISANCE STREET
DETROIT, MI 48203
(313) 596-2499 TEL
(313) 596-2482 FAX
OFFICE HOURS 8:00 AM - 4:00 PM

NO ONE CAN BE TURNED AWAY FROM FILING A CITIZEN COMPLAINT



OCI ALLEGATIONS USUALLY FALL UNDER THESE CATEGORIES



ARREST

COMPLAINT THAT THE RESTRAINT OF A PERSON'S LIBERTY WAS IMPROPER OR UNJUSTIFIED.

DEMEANOR

COMPLAINT REGARDING A MEMEBR'S BEARING, GESTURE, LANGUAGE, OR OTHER ACTION WHICH IS OFFENSIVE OR OF DOUBTFUL SOCIAL PROPRIETY.

ENTRY

COMPLAINT THAT ENTRY INTO A BUILDING OR ONTO PROPERTY WAS IMPROPER.

FORCE

COMPLAINT REGARDING THE USE OF OF FORCE AGAINST A PERSON.

HARASSMENT

COMPLAINT THAT THE METHOD OF POLICE ACTION WAS PREDICATED UPON FACTORS IRRELEVANT, UNDER THE CIRCUMSTANCES TO GOOD LAW ENFORCEMENT, DECISION-MAKING (E.G., RACE, ATTIRE, SEX, AGE)

PROCEDURE

COMPLAINT REGARDING VIOLATION OF POLICIES, PROCEDURES, TRAINING, OR THE LAW ENFORCEMENT CODE OF ETHICS.

PROPERTY

COMPLAINT REGARDING PROPERTY LOST OR DAMAGED WHILE IN POLICE CUSTODY OR CONFISCATED THROUGH POLICE ACTION.

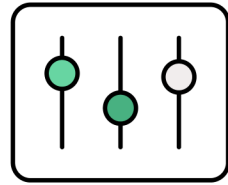
SEARCH

COMPLAINT THAT THE SEARCH OF A PERSON OR HIS/HER PROPERTY WAS IMPROPER, IN VIOLATION OF ESTABLISHED POLICE PROCEDURE, OR UNJUSTIFIED.

SERVICE

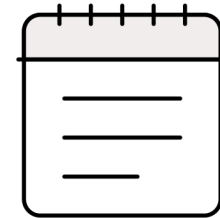
COMPLAINT REGARDING THE LACK, TARDINESS, OR INADEQUACY OF POLICE SERVICE.

COMPLAINT CLOSURE CATEGORIES



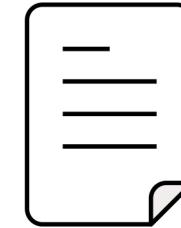
FULL INVESTIGATION

A THOROUGH INVESTIGATION THAT REQUIRES THE INTERVIEWING OF MEMBERS REGARDING THE ALLEGATIONS.



SUMMARY INVESTIGATION

IN CERTAIN CIRCUMSTANCES AND ONLY WITH THE APPROVAL OF THE SUPERVISING INVESTIGATOR, THE REQUIREMENT FOR CERTAIN INTERVIEWS MAY BE WAIVED WHEN THE EXISTING EVIDENCE LENDS ITSELF TO A DEFINITIVE CONCLUSION (EX. BODY-WORN CAMERA FOOTAGE)



ADMINISTRATIVE CLOSURE

DUPLICATE COMPLAINTS, TRANSFERS TO APPROPRIATE OUTSIDE AGENCIES, COMPLAINTS AGAINST FORMER MEMBERS, NO MISCONDUCT ALLEGATIONS, AND COMPLAINTS THAT LACK SUFFICIENT DETAIL/ MERIT AND LACK COOPERATION FROM THE COMPLAINANT.




INFORMAL COMPLAINT RESOLUTION

THE RESOLUTION OF CITIZEN COMPLAINTS THAT ALLEGE ONLY INADEQUATE SERVICE OR THE COMPLAINANT'S INNOCENCE OF A CHARGE.

SAMPLE FULL INVESTIGATION

- COMPLAINANT CONTACT
- WITNESS CONTACT
- INTERVIEW OF DPD MEMBER(S)
- CANVASS
- ELECTRONIC EVIDENCE REVIEW
- ADDITIONAL INFORMATION
- FINDINGS
- RECOMMENDATION



 **INTER-OFFICE MEMORANDUM** Date: May 2, 2023
D.P.D. 568 (rev. 9/97)

To: Board of Police Commissioners (Through Channels)

Subject: **COMPLAINT OF MR. JOHN DOE, CCR XXXXX, BPC 20-XXX**

I. COMPLAINT INFORMATION

Date of Complaint: June 24, 2020
Date Assigned: June 25, 2020
Due Date: September 22, 2020

Complainant: Mr. John Doe, 123 Street Name, Anywhere, MI xxxxx,
Telephone No. (xxx) xxx-xxxx

Assigned to: Police Commission Investigator XXXXX, of the Office of the
Chief Investigator.

II. AREAS OF CONCERN

ALLEGATION Include date, time and location (if known) (i.e. April 25, 2021,
at 11:00 a.m, at xxxx, Officer (Sergeant, Lieutenant, etc.) Jane
Doe, Badge xxxx (S-xxxx, L-xxxx, etc.), assigned to XXXX

III. INVESTIGATION CONDUCTED BY THE OFFICE OF THE CHIEF INVESTIGATOR

INTERVIEW OF COMPLAINANT, MR. JOHN DOE

**On April 25, 2021 at 11:00 a.m. I conducted/obtained, etc. (include standard
statement Convenient place and time, agreed to recording, etc.)**

WITNESS STATEMENT(S)

**INTERVIEW OF WITNESS, MR/MRS XXXXX, ADDRESS AND TELEPHONE
NUMBER (COMPLAINANT'S RELATIONSHIP)**


same as complainant's interview

STATEMENT(S) OF SWORN MEMBER(S)

CURRENTLY ASSIGNED TO (IF APPLICABLE)
INCLUDE ZOOM INTERVIEW AND MEETING ID NUMBER
DPOA / LSA NOTICE STATEMENT
PRESENCE OF DPOA/LSA REPRESENTATIVE, ATTORNEY, WAIVED

CANVASS

Include date, time, and addresses (i.e. April 25, 2021, at 11:00 am,)

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ELECTRONIC EVIDENCE

Include officer name and BWC number
Include information re: Not equipped, not wearing, turned on/off, etc.

ADDITIONAL INFORMATION

ADJUDICATION

MUST BE DETAILED

DOCUMENTS/REPORTS

1. Citizen Complaint Report XXXXX, BPC xx-xxx, filed by Rank, name, badge, unit
2. Contact Letter (Certified letter if not reached)
3. Witness Letter (if not reached)
4. Update Letter (if over 45 days)
5. Daily Detail (command, date, platoon)
6. Activity Log (member name)
7. CAD Event Report
8. RMS Incident Report
9. Other Reports (listed individually i.e. desk blotter, accident, arrest, Uoff, impound
card, LEIN, e-mails, etc.)
10. Garrity Documents (listed individually by DPD member in order listed in report)
11. Electronic Evidence (listed individually i.e. complainant/witness statements, 911
audios, BWC, scout-car video, green light, external, etc.)
12. Case Assignment Sheet

****There must be a corresponding SEL entry for each attachment listed****

IV. FINDINGS

IN THE SAME ORDER AS AREAS OF CONCERN
DIRECTIVES MUST BE LISTED BY NUMBERS, TITLES AND SUB-TITLES

ADDITIONAL FINDINGS (IF APPLICABLE)

V. RECOMMENDATION

Based on the above investigative findings, it is recommended that CCR XXXXX,
BPC 20-XXXX, be closed with no further action.

OR (IF SUSTAINED)

Based on the above investigative findings, it is recommended that CCR XXXXX,
BPC 20-XXXX, be forwarded to the Chief of Police for the appropriate disciplinary or
corrective action.

OCI FINDINGS

EXONERATED

WHERE THE PREPONDERANCE OF THE EVIDENCE SHOWS THAT THE ALLEGED CONDUCT DID OCCUR BUT DID NOT VIOLATE DETROIT POLICE DEPARTMENT POLICIES, PROCEDURES OR TRAINING.

UNFOUNDED

WHERE THE INVESTIGATION REVEALED NO FACTS TO SUPPORT THAT THE INCIDENT COMPLAINED OF ACTUALLY OCCURRED.

SUSTAINED

WHERE THE PREPONDERANCE OF THE EVIDENCE SHOWS THAT THE ALLEGED CONDUCT DID OCCUR AND THE ACTIONS OF THE OFFICER(S) VIOLATED DETROIT POLICE DEPARTMENT POLICIES, PROCEDURES OR TRAINING.

INCONCLUSIVE

WHERE THERE ARE INSUFFICIENT FACTS TO DECIDE WHETHER THE ALLEGED MISCONDUCT OCCURRED.

DETROIT BOARD OF POLICE COMMISSIONERS

1301 THIRD AVENUE, SUITE 767
DETROIT, MI 48226
(313) 596-1830

OFFICE OF THE CHIEF INVESTIGATOR

900 MERRILL PLAISANCE STREET
DETROIT, MI 48203
(313) 596-2499



QUESTIONS, COMMENTS, OR CONCERNS?

