



POLICE DEPARTMENT

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HAND DELIVERED

August 23, 2023

QuanTez Pressley
Chairperson
Detroit Board of Police Commissioners
1301 Third Street, Suite 7S-767
Detroit, MI 48226

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BOARD OF POLICE COMMISSIONERS

**SUBJECT: BODY WORN CAMERA AND CIVIL RIGHTS DIVISION
ORGANIZATIONAL CHART**

Dear Chairperson Pressley:

Per the request of Board of Police Commissioner Secretary Victoria Shah, please see the attached Detroit Police Department Civil Rights Division Body Worn Camera Audit Procedure and their Organizational Chart.

If you have any additional concerns regarding this matter, please feel free to contact me at (313) 596-1803, Monday through Friday, 9:00 a.m. to 5:00 p.m.

Respectfully,

GRANT HA
2nd Deputy Chief
Detroit Police Department

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cc: Victoria Shah, Board Secretary

Enclosure(s): DPD Civil Rights Division BWC Audit Procedure
DPD Civil Rights Division Organizational Chart

BODY WORN CAMERA REVIEWS |

The CRD reviews Body Worn camera (BWC) video footage. The reviews are conducted in a thorough and objective manner. The BWC reviews are randomly selected by reviewing the member's profile in the evidence library system and selecting a recorded event (i.e. traffic stop, B & E, domestic violence, accident, miscellaneous investigation, etc.). The CRD members shall be impartial and will report on all matters meriting commendation or requiring corrective action. The CRD Members will periodically review the progress of the inspected units.

Daily Assignment of CRD Body Worn Camera members are to handle Document Request assignments that demands their total attention. Members are to print the electronic Officer Daily Reports, Daily Detail, then audit and inspect commands utilizing BWC and 4RE In-car Video Systems. CRD members are to input their findings on a Smartsheet and forward the same to their immediate supervisor.

BODY WORN CAMERA PROCEDURAL PROCESS

The following is a procedure for CRD members reviewing BWC video footage of police activities during citizen encounters:

- Send a document request to Commands for their response, consisting of a signed document cover sheet, Daily Detail and Officers Daily Report.
- CRD members shall log in to the WatchGuard Evidence Library using their DPD computer sign-on and password.
- Review the electronic run sheet and select random entries where officers encountered a citizen.
- Select the focus auditing date and enter the officer's name in the WatchGuard Evidence Library System, then hit search.
- Review the video footage in the WatchGuard Evidence Library System, correlated with the narrative on the electronic Officers' Daily Report for consistency.
- Input the findings on the BWC Smartsheet.
- Brief his/her immediate Supervisor of situations, and conditions that require their attention.
- Maintain records of report assignments, due dates, and dispositions.
- Provide BWC support and assistance for Department members logging onto the WatchGuard System.
- Note when members fail to complete a BWC introduction.
- Note when members fail to activate their BWC during citizen encounters.
- Note when members fail to synchronize their BWC to the in-car video system
- Note when members intentionally deactivate or turn off their BWC prematurely, before the citizen contact has concluded
- Preparation of the weekly, monthly, and quarterly reports.

CORRECTIVE ACTION NOTICE (CAN)

A CAN from the BWC reviewing is a written notice sent to individual Commands to notify them of the BWC findings of policy violation(s) and reporting deficiencies found by the BWC Review Team.

If there are any incidents of serious injury to a prisoner, misconduct, or policy and procedure violations, the BWC supervisor shall be notified and a CAN shall be prepared. The BWC supervisors will issue a CAN to the respective command. The Captain and Commanders are responsible for addressing the violation pertinent to their precinct and specialized unit. In instances of serious misconduct, the matter shall be referred to the Professional Standards Bureau.

The BWC reviewer will include a CAN with the corresponding audit report to clearly identify the findings regarding any policy violations observed that require corrective action. For example:

- A member fails to complete a BWC introduction
- A member fails to activate a BWC during a citizen encounter
- A member fails to synchronize their BWC to the in-car video system
- A member intentionally deactivates or turns off their BWC prematurely, prior to the citizen contact concluding

The Captains and Commanders of their perspective precinct or specialized unit are required to document corrective actions taken in response to the violation, including appropriate corrective action regarding employees under their command, with a Corrective Action Plan (CAP), within seven (7) days of receiving the CAN.

ORGANIZATIONAL CHART

The CRD has a structured chain of command for communication and direction of all staff.
The CRD staff organizational chart is identified below:

