



**DETROIT
BOARD OF POLICE COMMISSIONERS**

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MEMORANDUM

TO: Board of Police Commissioners
FROM: Linda Bernard, Esq., Chairperson Policy Committee
DATE: December 19, 2023
RE: Policy Committee Meeting Memo

Dear Colleagues,

On behalf of the Board of Police Commissioners Policy Committee, please see the key updates from the committee meeting held on December 19, 2023:

Board Attendees: Committee Chairperson Linda Bernard, Commissioner Ricardo Moore, Commissioner Willie Burton

- **Memorandum – OIG 23 0006 INV_12072023.** The Committee discussed the memo from the Board Secretary, *Unauthorized Use of Signature – OIG File No. 23-0006-INV*, dated December 7, 2023. (See attached.) The Committee voted and agreed to recommend that the Board move forward on the 4 staff recommendations in the memo intended to fulfill the OIG's recommendations including:
 1. Board's discretion.
 2. The Secretary should partner with the Acting Attorney to draft, for the Board's review, training for Commissioners and staff on the provisions of the Charter related to the BOPC, including delegation of authority, and keep it on file for annual training.
 3. The Secretary should draft, for the Board's review, training for oncoming Chairpersons and keep it on file to deliver to each new Chair.
 4. The Secretary should draft, for the Board's review, language for the BOPC By-Laws and Standard Operating Procedures regarding the use of the Chairperson's electronic signature. Once language has appropriate approvals, all Commissioners and staff should be asked to assign an acknowledgement of receipt and understanding. The process recommendations are as follows:
 - BOPC should set up a Docusign account to streamline the signature of routine correspondence by the Chairperson via email. Docusign uses a secure password mechanism that only allows the authorized signer to apply their electronic signature to a document.
 - For correspondence being submitted to City departments that require "wet" signatures, staff should obtain the Chair's signature while in person before or after a Board meeting.

- Staff should not store any Chairperson's electronic signature.

The Committee also discussed the benefit of bringing in a consult to assist with developing training and Bylaws language.

- **Returned to Committee – draft Gunshot Detection System 307.8_v4 and draft Officer Involved Shooting Investigations 205.11_August 2022 Resubmission_v4.** These policy drafts contain what the Committee recommends to be the Board's requested changes to submit to DPD. (See attached.) At a 1 hour and 14 minute Policy Committee meeting, held on October 9, 2023, the Committee discussed the changes verbatim. (The Committee memo is attached and the recording can be viewed here: [https://urldefense.com/v3/_https://cityofdetroit.zoom.us/rec/share/-2NICAaPC1b3F3vZqVob8JQqGz-lvAuxycxNa3Wg-bLTXM6CeePRjrlK0Yj_hpKx.5mteur-6BvXWTaxN_!!NcXZSU8rfchoEksl!ZR4-4E_mG1Rm9QqrXJ6uprirfV8WvoxU22_I89T6CSSgBk3RSsLqSwg96PYIESRyKf9JOiN_MA-wFp5q65NQ\\$.](https://urldefense.com/v3/_https://cityofdetroit.zoom.us/rec/share/-2NICAaPC1b3F3vZqVob8JQqGz-lvAuxycxNa3Wg-bLTXM6CeePRjrlK0Yj_hpKx.5mteur-6BvXWTaxN_!!NcXZSU8rfchoEksl!ZR4-4E_mG1Rm9QqrXJ6uprirfV8WvoxU22_I89T6CSSgBk3RSsLqSwg96PYIESRyKf9JOiN_MA-wFp5q65NQ$.))

The Committee discussed the Board's return of these policies to Committee, noting that the Board returned them with no feedback on desired policy language changes. The Committee agreed that it has no changes to the recommendations originally submitted to the Board. The Committee voted and agreed to send the same versions back to the Board for approval to submit to DPD to continue discussion.

- **Memorandum_Fingerprinting_12.07.2023.** The Committee discussed the memo from the Board Secretary, *Coalition Inquiry into CIOGS breach in the procurement of Mobile Fingerprinting Devices*, dated December 7, 2023 and the referenced inquiries from Assistant Professor Rae Baker and Attorney Ramis Wadood. (See attached.) The Committee voted and agreed to direct the following actions:
 1. Staff to move forward with facilitating the 4 recommendations in the memo, including:
 - Obtaining a legal opinion from Acting Board Attorney Stephani LaBelle on the requirement of DPD to follow the attached CIOGS ordinance in the procurement of mobile fingerprint readers.
 - If Attorney Wadood's FIOA request was fulfilled in its entirety (i.e. prior to September 8, 2023, has DPD never procured any type of fingerprinting devices?)
 - DPD's policies on the use of mobile fingerprinting devices.
 - How many mobile fingerprinting devices were procured in PO 3068888, dated September 8, 2023 for \$63,650; and how many total does DPD have in service?
 2. The Board Secretary to request DPD to provide information required to answer the questions above.
 3. Respond to Attorney Ramis Wadood advising the progress to date of his inquiry.

The next Policy Committee meeting is scheduled for January 9, 2024 at 5pm.

Sincerely,

Linda Bernard, Esq.
Chairperson, BOPC Policy Committee