



MEMORANDUM

TO: Board of Police Commissioners
FROM: Victoria Shah, Secretary to the Board
DATE: December 7, 2023
RE: Unauthorized Use of Signature – OIG File No. 23-0006-INV

Dear Honorable Commissioners,

On November 16, 2023, the City of Detroit Office of Inspector General **publically** published the report titled “Unauthorized Use of Signature – OIG File No. 23-0006-INV”. The Secretary forwarded the report to all active Commissioners on November 16, 2023 via email; and passed the report to the full Board as incoming correspondence for the November 17, 2023 meeting.

https://detroitmi.gov/sites/detroitmi.localhost/files/2023-11/R_FINAL%20BOPC%20Unauthorized%20Signature%20Investigative%20Report_23-0006-INV_16NOV23_KNA.pdf

Since this report is publically available and provides direct recommendations to the Board, staff recommends that the Board publically respond to the public and the OIG on what actions it will take based on the OIG’s recommendations.

	OIG Recommendation	Staff’s Recommendation To Fulfill
1)	Issue appropriate discipline to Melanie White for abusing her authority by submitting to HR the pay adjustments for Ms. Cox and Ms. Phillips which implied that the full Board had properly authorized the adjustments.	Board’s discretion.
2)	All Board members and BOPC staff be trained on the provisions of the Charter that are relevant to the BOPC on an annual basis to ensure compliance, especially as it relates to the proper delegation of authority.	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)	There should be an onboarding process for each new Board Chairperson at the onset of their term.	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)	<p>The BOPC develop a written policy for the Commissioners and BOPC staff regarding the use of the Chairperson’s electronic signature on official correspondence within and outside BOPC. All approvals should be in writing. All Commissioners and BOPC staff should be required to acknowledge receipt of the policy and affirm that they read and understood it.</p>	<p>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:</p> <ul style="list-style-type: none"> • 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.
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Sincerely,

Victoria Shah
Secretary, Detroit Board of Police Commissioners