



**DETROIT  
BOARD OF POLICE COMMISSIONERS**

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## MEMORANDUM

**TO:** Board of Police Commissioners  
**FROM:** Cedric Banks, Chairperson Citizen Complaints Committee  
**DATE:** March 7, 2024  
**RE:** Citizen Complaints Committee Meeting Memo

Dear Colleagues,

On behalf of the Board of Police Commissioners Citizen Complaints Committee, please see the key updates from the committee meeting held on February 27, 2024:

**Board Members:** Committee Chairperson Cedric Banks, Commissioners Woods, Commissioner Smith

**Attendees:** Chief Investigator Jerome Warfield, Administrative Assistant Candace Hayes, 2<sup>nd</sup> Deputy Chief Kyra Joy Hope, Lieutenant Starr Gonzales, NPO J. Dorsey, NPO L. Johnson

**Guest Speakers/Public Commenters:** Fmr. Board Secretary Victoria Shah, Mrs. Smith-Howard, Wayne State Law Fellow Molly Moening, District 4 Citizen, Taesha Foster

- **Presentation on OCI's Timeliness Initiative Project.** Chief Investigator Jerome Warfield presented on OCI's current state of staffing, including staff shortages and length of employment as an investigator, and the current amount of backlog cases and how the two are correlated. Additionally, Chief Investigator discussed OCI's new Timeliness Initiative Project. The goal and purpose of this initiative is to conduct timely thorough investigations by improving investigative efficiencies. The project includes a seven point plan for implementing the timeliness initiative project. Of the seven points, two points discussed in detail were the case intake process and the automated investigative report. The case intake process will help investigators properly categorize complaints which will lead to more efficiently investigating complaints. The automated investigative report is an automated form that will greatly reduce the amount of hours investigators spend typing reports, being typically reduced by 4 to 6 hours. Under the current processes and procedures, it takes investigators 7 to 8 hours to type reports.
  - Commissioner Woods raised concern over the current state of OCI's staffing. Inquired if any conversations have been had regarding the hiring of additional investigators. Additionally, Commissioner Woods stated that he would like a letter drafted that urges the Personnel & Training Committee to conduct interviews and hire investigators to address the backlog of citizen complaints. Commissioner Woods made a motion to have administrative assistant draft a letter from the Citizen Complaints Committee to the Chairman of the BOPC and to the Chairman of the Personnel & Training Committee reiterating that there is a state of emergency as it relates to the backlog of cases and immediate action needs to take place with the hiring process of investigators. And if the

Personnel & Training Committee is not able to fulfill this obligation, then the BOPC Chairman should appoint a special committee to handle this urgent matter. Motion was properly moved by Commissioner Woods and seconded by Commissioner Smith. As an update, we are encouraged to see that there is already forward progress being made by the Personal and Training Committee on this matter citing their March 6, 2024 meeting at 5pm.

- Committee Chair Cedric Banks entertained a motion to seek the Board's review and approval to accept the Chief Investigator's report and allow OCI to implement the new automated investigative report along with the timeliness initiative project. Motion was properly moved and seconded.
- **Presentation on DPD Neighborhood Police Officers Program and Community Impact.**  
Lieutenant Starr Gonzales presented on DPD's Neighborhood Police Officers Program, including the goal of the program which is building trust within the community between the citizens and DPD. Additionally, information was provided on all of the different programs that the NPOs participate in within the City of Detroit. NPO J. Dorsey provided additional details on what his typical day entails and what programs he is currently participating in.

The next Citizen Complaints Committee meeting will be Tuesday, March 26, 2024 at 5PM.

Sincerely,

Cedric Banks  
Chairperson, BOPC Citizen Complaints Committee