

PLANNING AND DEPLOYMENT
TRANSMITTAL OF WRITTEN DIRECTIVE

FOR SIGNATURE OF: Commanding Officer, Administrative Operations

TYPE OF DIRECTIVE: Manual Directive 401.4 Unconfirmed Members

SUBJECT: UNCONFIRMED MEMBERS

ORIGINATED OR REQUESTED BY: Planning, Research, and Deployment

APPROVALS OR COMMENTS:

The above referenced manual directive was reviewed by members from Planning, Research, and Deployment (PRD) members of the DPD Probationary Evaluation Board (PEB), Risk Management, Training Center, Investigative Operations, Police Recruiting, the Board of Police Commissioners (BOPC) and various precincts.

Meeting Attendees:

Deputy Chief Grant Ha
Commander Michael Parish
Commander Jevon Johnson
Commander Vernal Newson
Captain Heather Cameron
Captain James Coles
Captain Robert Mitchell
Lieutenant Michelle Averill
Lieutenant Delicia Anderson
Lieutenant Damion Manning
Sergeant Antonio Walker
Policy Manager Felecia Tyson

Review Date – this item was changed from Annually to *Three Days*.

401.4 – 3 401.4 - 3 Procedures – the section was condensed for clarity purposes and to decrease repetitiveness.

401.4 – 4 Probationary Officers Process – the sub-section was changed and is now 401.4 – 4 *Confirmation Process*.

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401.4 - 4 Probationary Officers Process – was changed to *401.4 - 4 Confirmation Process* because the sections and sub-sections explain the confirmation process for various titles within the department.

Sub-section 401.4 – 4.1 Student Police Officers (SPOs) Probationary Training is now *401.4- 4.1 SPO Probationary Training* – to decrease repetitiveness and necessary MCOLES information was added in regards to the probationary process.

Sub-section 401.4- 4.2 PPO Probationary Period – language was revised in this section for clarity purposes.

401.4- 4.3 Field Training - language was reduced for clarity purposes and to better align with what new members will be expected to do.

Sub-section 401.4- 4.4 Monthly Probationary Reports – the sub-section title was changed to *401.4- 4.4 Probationary Reports*. The information in this sub-section were broken down from four large section to nine smaller sections that convey the information with better clarity.

Sub-section 401.4- 4.5 Monthly Probationary Reports from Temporary Assignments – is now *401.4- 4.5 Reports of Unsatisfactory Service* and details what is expected from the probationary member's commands to convene a Probationary Evaluation Board (PEB).

Sub-section 401.4- 4.6 Possible Grounds for Non-Confirmation – additional information clarifying to members what can lead to probationary member's un-confirmation.

Sub-section 401.4- 4.7 Confirmation Report – this section of the previous policy was very detailed but did not accurately convey what the steps were for confirming probationary members. The new section is shorter but adds more clarity to the process and expectation of the supervisor.

401.4 – 5 Newly Promoted Personnel Probationary Process – the title was changed to *Probationary Process for Newly Promoted Personnel*. The language states that, "Promotions to the rank of *detective*, sergeant, and lieutenant are probationary and subject to confirmation." And the word *detective* was added.

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Sub-section 401.4- 5.2 Probationary Training – the language in this section was decreased. However, the language briefly clarifies the training expectations for probationary members.

Sub-section 401.4- 5.3 Monthly Probationary Reports – the language in this section was decreased to better explain the necessary reports for probationary members.

Sub-section 401.4 - 5.4 Confirmation Report for Lieutenants and Sergeants – the new sub-title is 401.4- 5.4 Confirmation Report for *Detectives*, Sergeants, and Lieutenants to include detectives. The language in this section was also decreased, but the information is more concise. Removed: Performance Evaluation Rating information and Confirmation Reports/Certificates of promotions submission to the OCOP.

401.4 – 6 Probationary Evaluation Board (PEB) – this section explains in detail what is expected of the Board, Chief, and attendees when convening an evaluation for an unconfirmed member. Language was decreased, i.e. removed record shall contain the signatures of Board members and appropriate recommendations.

Sub-section 401.4-6.1 Student Police Officers (SPO) – the overall format of this section was changed for clarity purposes, and additional MCOLES information was added (*Italicized new information*). Also changed probationary period extension from six (6) months to one (1) year.

Sub-section 401.4-6.2 Probationary Police Officers (PPO) - the overall format of this section was changed for clarity purposes. Language was decreased, i.e. removed 401.4-6.2. #3 Transfer to another command.

Related Forms – this section was added for consistency purposes with all other department forms. The following forms were added to this section:

DPD 568 – Inter-Office Memorandum

DPD 580 – Monthly Report – Probationary Police Officer

DPD 580a – Confirmation Report – Probationary Police Officer

DPD 580b – Probationary Lieutenants, Sergeants, and Investigators Report

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SIGNATURE PAGE

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FEB 26 2025

COMMANDER
PROFESSIONAL DEVELOPMENT DIVISION

A P P R O V E D
FEB 26 2025

SECOND DEPUTY CHIEF
OFFICE OF LEGAL ADVISOR

A P P R O V E D
FEB 26 2025

DEPUTY CHIEF
PROFESSIONAL DEVELOPMENT BUREAU

A P P R O V E D
FEB 25 2025

ASSISTANT CHIEF
OFFICE OF FIELD SUPPORT

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Series 400 Personnel	Effective Date Pending	Review Date Three Years	Directive Number 401.4
Chapter 401 - Career Development			
Reviewing Office <i>Professional Education and Training</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions are in <i>Italics</i></small>
References			

UNCONFIRMED MEMBERS

401.4 - 1 PURPOSE

The purpose of the directive is to outline guidelines, procedures, and policies on training and evaluations of unconfirmed members.

401.4 - 2 POLICY

The department bears the obligation to the city of Detroit and its own members to train and confirm the best qualified newly hired and newly promoted candidates as representatives of the Detroit Police Department (DPD).

401.4 - 3 Procedures

All newly hired personnel shall be known as student police officers (SPOs). Members who graduate from the Training Center shall be known as probationary police officers (PPOs) until achieving confirmation into the rank of police officer. SPOs and PPOs are subject to all the rules and regulations of the DPD.

401.4 - 4 Confirmation Process

401.4- 4.1 SPO Probationary Training

The commanding officer of the Training Center shall institute a training curriculum consisting of MCOLES-required courses, DPD-specific training, and special assignments mandated by the Chief of Police. SPOs who do not satisfactorily meet all standards and requirements shall be referred to a Probationary Evaluation Board (PEB).

401.4- 4.2 PPO Probationary Period

Subject to applicable collective bargaining agreements, the probationary period for PPOs shall be eighteen (18) months from the date of hire or one (1) year from graduation, whichever comes first. The purpose of the probationary period is to closely examine all PPOs to ensure that those confirmed are qualified intellectually, physically, and emotionally for all law enforcement duties.

401.4 Unconfirmed Members

401.4- 4.3 Field Training

PPOs will receive their assignments upon graduating from the Training Center. Each commanding officer may assign a PPO as needs dictate, including but not limited to foot patrol assignments.

401.4- 4.4 Probationary Reports

1. *The Training Center shall create a Standard Operating Procedure (SOP) for observing and evaluating all PPOs. The SOP shall be approved by the Chief of Police and updated as necessary to ensure PPOs are properly assessed.*
2. All PPOs shall be assigned to a Field Training Officer (FTO) as soon as possible following the PPO's assignment at the command. The FTO program shall include three phases of observation.
3. If a PPO is temporarily assigned to any unit in excess of thirty (30) days, the commanding officer of the temporary command shall ensure appropriate reports are completed for the member. All completed reports shall be forwarded to the member's parent command.
4. PPOs shall be closely observed by their respective FTOs, supervisors, and command officers.
5. Supervisors shall alert the commanding officer of any issues pertaining to a PPOs progress or performance. Where appropriate, the Training command shall also be notified.
6. Supervisors responsible for supervising probationary members shall prepare a monthly report in *the Law Enforcement Field Training Application (LEFTA) system on each PPO under the supervisor's command.* The PPO shall sign in the space provided. This certifies that the member has read the report was advised and counseled, on any issue(s) concerning the member's progress. The report shall be due to the commanding officer of the precinct or unit to which the member is assigned on or before the seventh of each month or as otherwise required.
7. At the conclusion of each phase, the commanding officer or designee shall convene a *Group Evaluation Meeting (GEM)* to assess the PPOs progress. The meeting shall include at least one (1) command officer, a supervisor with knowledge of the PPOs progress, the PPO's FTO, and, if appropriate, a representative from the Training Section.
8. During the *GEM*, the command officer will carefully review the performance of the PPO during the prior phase and receive feedback from the supervisor, FTO, and the PPO. At the conclusion of the meeting, the command officer will authorize the PPO to proceed to the next phase, require remediation where necessary, or recommend a PEB as provided below.
9. The PPO shall have the opportunity to assess the performance of the FTO during the *GEM*. This assessment shall be included, along with other *GEM* information, on forms or in the system prescribed by the Training Center.

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401.4- 4.5 Reports of Unsatisfactory Service

1. On or before the fifteenth (15th) of each month or as otherwise prescribed by proper authority, the commanding officer shall prepare a list of PPOs that are found to be unsatisfactory on an Inter-Office Memorandum (DPD568). The memorandum shall be forwarded through channels to the concerned deputy chief.
2. PPOs shall be referred to a Probationary Evaluation Board (PEB) where there are grounds to believe that at least one of the criteria set forth under Directive 401.4-4.6 can be established. A request for a PEB shall be submitted on an Inter-Office Memorandum to the Chief of Police requesting to convene a PEB at least thirty (30) days prior to confirmation.
3. The Office of the Chief of Police shall forward all approved requests for a PEB to the Disciplinary Administration Unit to convene a PEB to determine appropriate action.

401.4- 4.6 Possible Grounds for Non-Confirmation

The following are examples of possible grounds for non-confirmation:

1. Police contacts that result in charges *or that tend to bring the member or the DPD into disrepute* (e.g. domestic violence, driving under the influence, assault, etc.);
2. Failure to maintain eligibility in accordance with the Michigan Commission on Law Enforcement Standards (MCOLES);
3. *Attendance issues not protected by statute or local ordinance (FMLA, USERRA, etc.).*
4. Two (2) unsatisfactory probationary reports; or
5. Violations of the DPD policy, *procedures, regulations, rules, or training.*

401.4- 4.7 Confirmation Report

1. The command officer of the PPO shall submit a Confirmation Report (DPD580a) to the concerned deputy chief indicating a recommendation regarding confirmation no later than one month before the member's confirmation. The deputy chief shall forward the Confirmation Report to Human Resources.
2. *Prior to recommending that a PPO be confirmed, the parent command shall request clearances from the Professional Standards Bureau (PSB), Disciplinary Administration, and the Office of the Chief Investigator. This information will be included with the Confirmation Report.*
3. A separate request for a PEB shall be submitted in accordance with Directive 401.4-4.5 where the PPO's Confirmation Report does not recommend confirmation or where the clearance from PSB reflects an open investigation involving the member.
4. *The Confirmation Report and, if applicable, request for a PEB, shall include all documents relevant to the member's performance (monthly reports, Daily Observation Reports, etc.).*

401.4 Unconfirmed Members

401.4 - 5 Probationary Process for Newly Promoted Personnel

Promotions to the rank of *detective*, sergeant, and lieutenant are probationary and subject to confirmation.

401.4- 5.1 Probationary Period

The probationary period for *detectives*, sergeants, and lieutenants shall be one (1) year beginning with the date of promotion regardless of payroll effective dates. Upon satisfactory completion of the probationary period, the member is confirmed into the new rank.

401.4- 5.2 Probationary Training

Newly promoted members will immediately assume the duties and responsibilities of their new rank. The probationary member shall work closely with superior officers to gain the knowledge, skills, and abilities required for confirmation into the member's new rank. Probationary members may also be required to attend special training sessions administered by the department, public, or private institutions.

Superior officers shall ensure adequate training and counseling is provided on an individual basis to newly promoted members.

401.4- 5.3 Monthly Probationary Reports

A Probationary Lieutenants, Sergeants, and Investigators Report (DPD580b) will be prepared on all newly promoted members through the rank of lieutenant by the member's immediate supervisor.

No later than the fifteenth (15th) of each month, the commanding officer shall compile a list of probationary detectives, sergeants, and lieutenants who were found to be unsatisfactory. This information shall be submitted on an Inter-Office Memorandum, (DPD568) to the concerned deputy chief. Probationary members that have received two (2) unsatisfactory reports or otherwise meet the criteria for non-confirmation shall be referred to a PEB via request to the Chief of Police.

401.4- 5.4 Confirmation Report for *Detectives, Sergeants, and Lieutenants*

No later than thirty (30) days prior to confirmation, the probationary member's commanding officer shall prepare a recommendation for or against confirmation. The recommendation shall include an evaluation of the member's supervisory or, if applicable, investigative ability. The commanding officer's report shall be forwarded to the concerned deputy chief for approval or denial of confirmation. The deputy chief shall forward the completed report to Human Resources.

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Probationary members not recommended for confirmation shall be referred to a PEB via request to the Chief of Police.

401.4 - 6 Probationary Evaluation Board (PEB)

1. A PEB shall convene when it becomes necessary to assess the overall performance of a probationary member. The Chief of Police shall appoint members to serve on the PEB for one year.
2. A PEB shall be composed of not less than five (5) members, one (1) of whom shall hold the rank of commander and be designated as chairperson.
3. Under no circumstances will any member of the Board be below the rank of lieutenant, nor below the rank of the member being evaluated.
4. Further, no member of the Board shall be from the command to which the probationary member is assigned, except when special authorization is granted by the Chief of Police in unusual circumstances.
5. For the evaluation of SPOs, the Board shall be comprised of not less than three (3) members from the Training Center, one (1) of whom shall hold the rank of captain or above, and shall serve as the chairperson. Under no circumstances will any member of the Board be below the rank of sergeant. No member of the Board shall be a former or present instructor of the probationary member.
6. The probationary member's present or past supervisors or commanding officer may be present for resource data and the Board may call other witnesses, as it deems necessary.
7. The command responsible for convening the PEB shall be responsible for notifying the member and the union, in writing, of the time and location of the hearing, not less than seven (7) days before the scheduled hearing. The union shall be provided with a copy of the request to convene the PEB with this notification.
8. It should be kept in mind that the PEB is impaneled to assist the Chief of Police in making the final determination when it is recommended that a probationary member not be confirmed or when a student police officer does not meet the minimum standards for graduation from recruit training.
9. The Board may call such witnesses as it sees fit to complete the investigation. For purposes of the hearing, the member who is being evaluated is considered to be a witness and not a participant. The Board is not an adversary proceeding. Its purpose is as set forth above. To accomplish that end, the Board shall do all questioning of witnesses called by the Board.
10. In the event that the Board calls the member who is the subject of the Board's inquiry as a witness, that member shall be entitled to representation by either a union steward or an attorney. Such representative, keeping in mind the purpose of the Board, shall act in an advisory capacity to the member and not in an adversarial capacity.
11. Board members should not accept conclusory statements from a supervisor. The Board must ascertain the facts upon which those conclusions are based.

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12. The Board shall prepare a signed, written summary of the proceedings within seven (7) days of the conclusion of the hearing. The report shall be submitted to the Chief of Police by way of the Disciplinary Administration *Unit*.
13. The Disciplinary Administration Unit shall be responsible for ensuring that the member and the union are served with the approved findings of the Board.

401.4-6.1 Student Police Officers (SPO)

For an SPO, the Board may recommend:

1. Continuance of training;
2. *Recycle with an extension of probationary status for one (1) year following graduation.*
3. Dismissal.

The commanding officer of Training shall ensure that the Department complies with all procedures governing recruit dismissals and appeals set forth in the Policies and Procedures Manual of the Michigan Commission on Law Enforcement Standards (MCOLES). This includes, among other requirements, advising the recruit regarding the appeal process through MCOLES.

401.4-6.2 Probationary Police Officers (PPO)

For a PPO the Board may recommend:

1. Special Training;
2. Re-evaluation through the FTO Program at the same or another command (with a six (6) month extension of probation).
3. Dismissal.

Members dismissed from the Department following a PEB shall attend a conference with the commanding officer of Human Resources on the next business day following receipt of the decision. The commanding officer of Human Resources shall ensure that the member is informed that an appeal of the dismissal to the Chief of Police may be made within ten (10) days of the conference.

401.4-6.3 Newly Promoted Personnel

For newly promoted personnel the Board may recommend:

1. **Special Training;**
2. **Transfer;** or
3. **Returning** the member to the member's former rank.

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401.4-6.4 Probationary Employees on Military or other Leave

PEBs considering extending probation based solely on the inability of a command to properly assess probationary members due to military or other legally-protected form of leave shall consult the legal advisor for guidance before issuing its final report.

Related Forms

DPD 568 – Inter-Office Memorandum

DPD 580 – Monthly Report – Probationary Police Officer

DPD 580a – Confirmation Report – Probationary Police Officer

DPD 580b – Probationary Lieutenants, Sergeants, and Investigators Report