

DETROIT POLICE DEPARTMENT

Criminal Investigation Division

INTER-OFFICE MEMORANDUM

Community Relations Bureau

Date October 1, 1964

To: Commissioner of Police Ray Girardin

Subject: PER YOUR REQUEST THE FOLLOWING RECOMMENDATION IS MADE RE: THE CHANGES IN CHAPTER 4, SECTION 27, OF THE DETROIT POLICE MANUAL.

I recommend that the following order be made a part of the Detroit Police Manual to cover the operation of the present Community Relations Bureau. In the report the Bureau will be called the Citizen's Complaint Bureau. Hereinafter is how the order should read.

CHAPTER 4, SECTION 27

CITIZEN COMPLAINT BUREAU

Responsibility

- (1) The Citizen Complaint Bureau shall receive and investigate all citizen complaints alleging: misconduct, mistreatment or discrimination by any police officer, police departmental actions resulting in the denial of civil rights or civil liberties, reports of inadequate or improper police services referred to this Department by public agencies, private organizations or citizens; also allegations receiving public notice. This bureau shall also initiate investigation of all matters heretofore mentioned that come to their attention, whatever the source, which appear to reflect unfavorably against the Department.

This includes all incidents wherein force is necessary in effecting arrests or carrying out police functions, violations or possible violations of the equal accommodations law or other incidents of discrimination not covered herein.

A copy of all precinct, bureau and division reports and results of investigations made as outlined in this manual relating to the forementioned matters shall be filed with this bureau. These reports shall be subject to review and/or subsequent re-investigation by this bureau.

The Citizen's Complaint Bureau shall have complete access to all departmental records throughout the department without exception. *relative to the investigation*

- (2) Findings in all matters investigated by this bureau including recommendations, shall be considered confidential and submitted directly to the Commissioner.

The submitted reports of investigations shall be subject to review only at the direction of the Commissioner, however prior to submission of the reports to the Commissioner, no member subordinate to the Commissioner shall require explanations and/or issue verbal or written orders to countermand, deter and/or interfere with the orderly processing of complaints received by and/or under investigation by the Citizen's Complaint Bureau.

In the orderly processing of complaint investigations, supplemental reports may be required from members involved. Requests from the Citizen's Complaint Bureau for such additional reports shall be submitted to the Citizen's Complaint Bureau forthwith without reservation.

Members of the department required to appear for personal interview at the Citizen's Complaint Bureau will be accompanied by their Commanding Officer or his delegated representative. Other authorized persons may be present during the interviews, however authorized members or persons at such interviews shall be present only as observers and are not to participate unless requested.

This bureau shall maintain complete records of all complaints or incidents investigated by this bureau including final disposition; also all related reports received where upon review, no further action is necessary.

Each case should be numbered consecutively and a comprehensive report based upon these cases shall be compiled annually. It shall contain the number and nature of the cases and complaints listed categorically including the findings and action taken. These records shall be used to evaluate the tenor of police-community relations, to advise on the need for clarification of departmental policy and to recommend the modification of police procedures and the development of departmental training programs.

- (3) The bureau shall advise and educate citizens and community groups on police services available to the public and on proper police performance consistent with written departmental policy. The bureau shall represent the department at meetings of organizations where matters of community

relations may be discussed, or at meetings of municipal and other governmental agencies concerned with citizen complaints or community relations. The bureau shall also represent the department at various educational and research programs or institutes commensurate with the field of community relations. The bureau shall maintain an up-to-date list of community organizations identified by the nature of the organization, such as neighborhood block clubs, businessmen's organizations, service clubs, church and civic groups, etc., and all information relevant to this assignment.

This bureau shall be a part of General Administration, however the complement of the bureau may be composed of members of the Uniformed Division, Detective Division and the Women's Division.