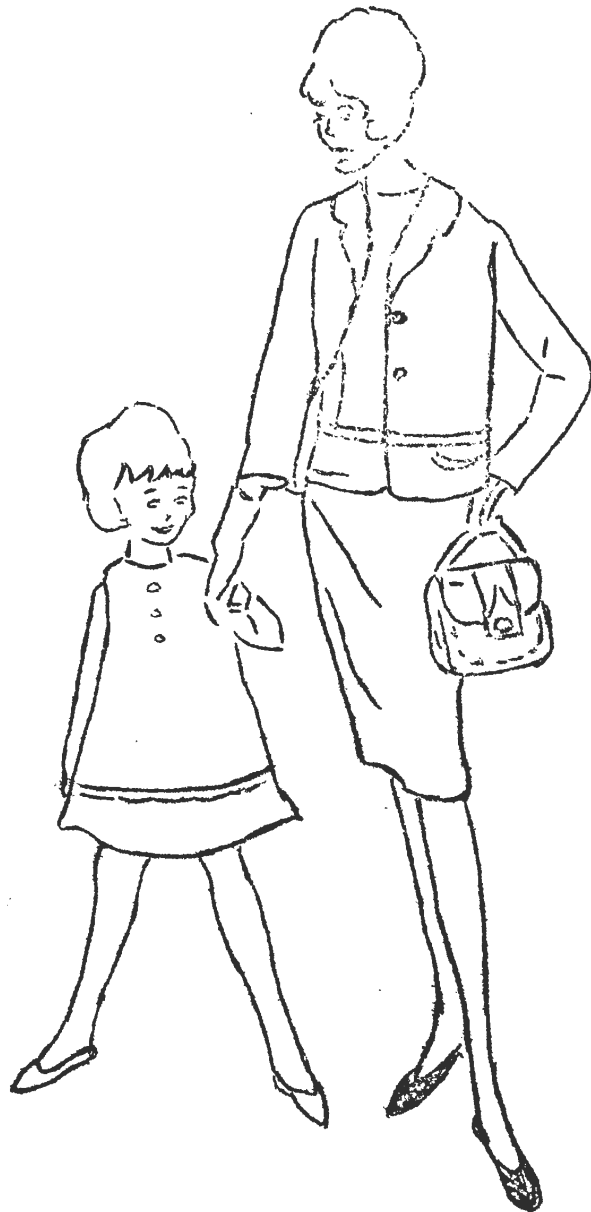


Lt. Sullivan  
Insp. Cowell

# WOMEN'S DIVISION.



DETROIT POLICE DEPARTMENT

COMPETITIVE EXAMINATIONS:

Under the provisions of the City Charter, all appointments to the Police Department are made on the basis of open competitive examinations. Such examinations are administered by the Office of the Personnel Examiner and consists of a written examination, evaluation of training and experience and oral interview which are weighted as follows:

SUBJECTS AND WEIGHTS OF EXAMINATION

1. Written Examination..... 40%
2. Training & Experience..... 30%
3. Oral Interview..... 30%

Successful applicants must achieve a grade of 70% on each of the subjects of the examination and a grade of 75% on the whole examination.

1. WRITTEN EXAMINATION: The written examination for the position of Policewoman consists primarily of two parts:
  - (a) Sections which measure mental capacity, and
  - (b) Sections which test for social science, background and training.

Persons who possess some training in social science should have no difficulty in passing this examination. No advance information is given concerning the contents of the examination. It is not, however, expected that applicants will possess specific knowledge of police work.

2. TRAINING AND EXPERIENCE: Applicants are graded in terms of academic training in the field of social science and experience as a social worker or in a field closely related thereto. Desirable training and experience may include one or more of the following: One or more years of full-time work as a social worker, specialization in the field of social science at an accredited college or university, graduation from a recognized school of social work, or two or more years of full-time work in a field closely related to social work.
3. ORAL INTERVIEW: An oral interview is conducted by a Board qualified to measure the personal characteristics of the applicant. Included in their evaluation is a consideration of personal traits, bearing, appearance, manner, etc. The Board also reviews the report on the character investigation.

PHYSICAL EXAMINATION:

This examination is conducted by the Police Department Physician and is thorough. Defects of any nature which would prohibit the applicant from successfully performing the duties of a policewoman will disqualify. Included in the examination is a Wasserman test, urinalysis and chest x-ray. There is no charge for any part of this examination.

DURATION OF EXAMINATIONS:

Examinations usually require two or three appearances at the Recruiting Office, 2424 West Grand Boulevard, Detroit, Michigan. The first appearance, at which time the written examination is administered, requires four to five hours; the second, at which time the physical examination is conducted, application completed, chest x-ray, etc., requires about three hours; and the last, the oral interview, requires about one hour.

ELIGIBLE LIST:

Candidates are placed on an eligible list in the order of their scores on the combination of the above examinations. Appointments are made from such lists in descending order.

TRAINING:

After appointment, policewomen attend the Police Academy for a period of from four to twelve weeks. During this time they are given instructions on Department rules and regulations, criminal law, evidence, court procedure, traffic, firearms, patrol, first aid and related subjects. They are also given more specific training in the Woman's Division, both during the initial training period and after assignment to the Division. Every effort is made to thoroughly acquaint applicants with the essential information and procedures before actual work assignments are made. All training is completed within the eight hour working day.

PROBATIONARY PERIOD:

Policewomen serve a probationary period of a one year duration. Their work on cases is closely supervised during this period. At the termination of the training and probationary period, policewoman must understand the authority and limitations of law enforcing agents, the essential elements of proof in crimes, the rules of evidence, the law of arrest, local ordinances regulating places of amusement, resources available for youth need, etc. She must develop skill in organizing and conducting complex and difficult investigations and the ability to gather, assemble, analyze and evaluate facts and evidence.

DUTIES:

Policewomen work on a case work basis. They investigate, sift facts and refer for treatment. They do not do long-time treatment work. Work is with boys to 10 years, girls and women. The work is grouped into three classes: (1) that with individuals in regard to whom complaint is made to the Police Department, (2) observation in the community for the purpose of identification of youth in hazardous situations, and (3) inspection of places of commercial recreation.

Complaints which come to the Police Department are again grouped into complaints of crime and miscellaneous non-crime, including missing persons and runaways. Crime complaints are sex crimes in which the victim is a child or a woman. The policewoman prepares these cases for prosecution and, at the same time, concerns herself with the social problems of the individuals involved, whether it be problems of the child, victim, or of the family of the man who is charged with the crime.

Non-crime complaints are of neglected children, wayward youths or missing persons and runaways. The work of policewomen in these cases is to investigate the facts of the complaint or to locate the missing person, and at the same time, to determine the problem. When the policewomen have completed their investigation, they sometimes adjust the problem themselves but most often they refer the girl to some treatment agency in the community equipped to meet her needs.

Identification of youth in a hazardous situations, patrol and inspection of commercial recreation are closely related activities. Much of this work must be done at night and takes the policewoman into every part of the city, but particularly those parts in which conditions are least favorable. Officers work in pairs on this assignment. Patrol work is of first importance in the work of policewomen and demands high skill in approach, true understanding of youth needs and good knowledge of resources for treatment, as well as clear knowledge of the laws which protect youth.

Policewomen work with seriously troubled people in complicated situations. The skills required to successfully deal with these problems are not readily acquired. The training period is, therefore, very costly to the Police Department. It is urged that applicants enter the Department with the expectation of remaining several years. To the young woman who qualifies for appointment, police work offers many advantages: security, retirement pension and a salary which compares favorably with that offered elsewhere to persons with similar training. The experienced case treatment worker misses some of the satisfaction which comes from intensive work with individuals, but she finds new satisfactions in work which places emphasis on the improvement of conditions in which youth seek their pleasure.

Policewomen must be without fear because their work takes them into all parts of the city at all hours of the day and night. It is not the policy of the Department to expose policewomen to unnecessary risks, but the very nature of the work which they do exposes them to certain hazards. All policewomen carry guns while on duty.

#### PENSIONS:

Actuary type of pension system as provided by City Charter. Service retirement after twenty-five years in the service at a retirement allowance of 1/2 of the average of the last five year's salary. Disability arising from performance of duty

provides a pension of  $\frac{2}{3}$  of the final salary. Disability occurred not in the line of duty provides a considerably less retirement allowance.

#### DEATH BENEFITS:

Death occurring in the line of duty: to each child under 18,  $\frac{1}{4}$  of the final compensation up to a total of  $\frac{1}{2}$  for any number of children; for dependent parents,  $\frac{1}{6}$  of the final compensation for each.

Contributions of 5% salary deducted from payroll accumulated contributions are kept in a separate account credited with a rate of 3% interest annually. They are returnable in a lump sum in case of resignation, dismissal or death.

In addition to the employee's contributions to the system, a substantial amount is contributed by the City. Future liabilities are computed on an actuarial basis and reserves are established as the liability accrue yearly to meet future needs.

#### WORKING CONDITIONS:

The normal working day of a policewoman consists of an eight hour tour of duty beginning at various times depending upon the nature of the assignment and the work load. During the first years on the Department, policewomen work a rotating schedule of eight weeks days and eight weeks nights. A definite number of officers must be assigned to night duty, therefore, changes in work schedules are determined by staff turnover and assignments rather than length of service.

Policewomen work a five-day week throughout the year. Leave days do not always fall on Sunday because a definite number of officers must always work on that day. Two ten-day furlough periods are given, one in the summer and one in the winter.