

**MEMORANDUM OF UNDERSTANDING
POLICE CORPORAL**

The Detroit Police Department and the Detroit Police Officers Association (D.P.O.A.) have entered into the following Memorandum of Understanding to summarize the appointment to Police Corporal, which will be an appointed position, represented by and for DPOA collective bargaining unit active members.

The primary purpose of a Corporal is to provide training in the basic police-training curriculum and to transition newly appointed officers from classroom instruction into a structured practical application environment as a patrol response unit. The Corporal rank is an integral part of the probationary period because it provides close examination of Probationary Police Officers to ensure their emotional, physical and intellectual performances meet the required levels for law enforcement officers as defined by the Michigan Commission on Law Enforcement Standards.

OBJECTIVES

1. Produce a highly trained and motivated police officer capable of meeting or exceeding the performance standards required by the department.
2. Provide proficient and professional academy and field training to direct Probationary Police Officers with the practical application of Academy knowledge.
3. Maintain an appraisal system with related job tasks and a standardized evaluation system for documenting performance skills of probationary officers. Identify, document and remediate skill levels of probationary officers, which reflect the lack of progress.

4. Modify the selection and recertification process for Corporals as needed. Maintain an appraisal process for reviewing the training techniques of Corporals.

PROGRAM GUIDELINES

The Corporal is designed to be an extension of the recruitment and selection process from the date of hire until successful completion of the probationary period has been attained. Therefore, upon completion of Academy training, the recruits will transition to the level of Probationary Police Officer; to continue training in a patrol environment to ensure a well-rounded police experience is obtained.

RESPONSIBILITIES:

COMMANDING OFFICER OF TRAINING

As an executive officer in charge of basic and field training, the commanding officer of Training will ensure that the training curriculum for the Corporal rank is consistent and in compliance with the department policies. The commanding officer of Training will report program-training issues to the Deputy Chief of Support Services and the Assistant Chief of the Administrative Portfolio. The Chief of Police has the final determination for the appointment and de-appointment to the rank of Corporal.

FIELD TRAINING ADMINISTRATOR

The Field Training Administration (F.T.A), reports directly to the Commanding Officer of Training.

The Field Training Administrator has direct management of the Field Training program. Specific guidelines listing the program procedures are defined in the Standard Operating Procedures Manual. The F.T.A. has the following responsibilities:

- Submit reports and training concerns to the Commanding Officer of Training and revisions to the program when necessary.
- Review Daily Observation Reports received to chart the progress of probationary officers during their training process.
- Participate with Group Evaluation meetings to ascertain the progress of probationary officers.
- Monitor activities of the Corporal while engaged in field training operations to ensure that probationary officers receive proper training. Make field visits/communicate with precincts/districts to ensure program objectives and procedures are being accomplished.

PRECINCT TRAINING COORDINATOR

A supervisor selected by the Commanding Officer of each command has been designated as the Training Coordinator, to oversee the in-service and field-training program at the command level. The Training Coordinators' responsibilities are:

- Ensure all department members assigned to their commands attend all mandated training and receive additional training as necessary to perform their duties both proficiently and professionally.
- Collect and review completed Daily Observation Reports to chart the progress of probationary officers.
- Create a file for the probationary officer's completed Daily Observation Reports for review by supervisors completing the monthly probation reports and evaluation meetings to discuss the probationary officer's progress.

- Ensure monthly probationary reports are processed by the PPO's shift supervisor and forward the original Daily Observation Reports to the F.T.A.U. on a weekly basis.
- Report training concerns to their Commanding Officer and the Field Training Administrator and ensure the Corporal engaged in field training operations documents are completed and forwarded to the Field Training Administrator.

CORPORALS

Corporals employed in field operations are responsible for coaching, instructing, and demonstrating proper patrol tasks to be performed by PPOs. Corporals employed in field operations will identify skills of PPOs that require remediation due to poor performance levels and low evaluation ratings. The Corporal, as a trainer, will also have the following responsibilities:

- Assist the training coordinator supervisor by coordinating and/or providing training to department members at their command. Corporals may also be called upon to provide training to members at other commands throughout the department on an as needed basis.
- Complete Daily Observation Reports when training PPOs.
- Evaluate performance skills of PPOs in accordance with the Standard Evaluation Guidelines.
- Develop techniques to help the PPO meet all training objectives.
- Apprise their FTO Coordinator and Commanding Officer regarding poor performance that is continually demonstrated by his/her assigned PPO.
- Attend an annual recertification course to maintain the Corporal position.
- Ensure training given to PPOs is consistent with standards for the State of Michigan, the Detroit Police Department and the guidelines of the program.

PROBATIONARY POLICE OFFICERS

The probationary period shall be eighteen (18) months from the date of hire, or one year from graduation, whichever comes first. Upon graduating from the Academy, the PPO will be assigned to a command. Training will maintain an oversight of the continuation of basic police training until the successful completion of the Field Training Program.

PPOs must work with a Corporal who is certified in Field Training during the program as much as possible. If circumstances interfere with this procedure, the PPO, whenever practical, shall be given a desk assignment for a minimum of three (3) days per phase. The desk supervisor shall complete a Daily Observation Report on the PPO in accordance with the existing guidelines. A supervisor can assign a PPO to work with them in a patrol capacity and must process a Daily Observation Report.

PPOs are evaluated every day when training with a Corporal. The Field Training Program consists of three (3) phases in which the PPO has a Corporal partner. Each phase requires the completion of fifteen (15) Daily Observation Reports by a minimum of two different Corporals. This allows the PPO exposure to different activities and fair evaluation of performance skills. Failure of the PPO to reach the training standards required by the department and the Michigan Commission on Law Enforcement Standards shall be referred to the Probationary Evaluation Board (PEB) attaining all applicable appellate rights under the collective bargaining agreement. All supporting documentation, along with a written recommendation from the affected Commanding Officer, is to be forwarded to the Commanding Officer of Training.

A PEB or Chiefs hearing, as determined by the Chief of Police or his/her designee, will be empanelled to extend the probation of an

unconfirmed employee up to six (6) months. Consideration to terminate, extend, or otherwise affect a PPO's probation period, shall be conducted in accordance with established department and contractual procedures.

FIELD TRAINING PROGRAM PERFORMANCE CATEGORIES

The Daily Observation Report (DOR) is the evaluation form utilized to record performed skill levels of PPOs in the following categories:

- Officer Safety
- Uniform Appearance
- Attitude
- Knowledge of Traffic/City Ordinance Violations
- Knowledge of Criminal Procedures
- Prisoner Processing
- Report Writing
- Patrol Forms
- Department Vehicle Procedures
- Telephone/Radio Communications
- Orientation/Response Time to Calls
- Crime Scene Procedures
- Ethics and Professional Conduct

STANDARD EVALUATION GUIDELINES

Guidelines were established from Department Directives, policies, training directives and compiled laws from the State of Michigan as a reference source to compile fair rating scores. The performance categories are consistent with those listed above under the DOR.

The rating scores are 1 = unacceptable, 4 = acceptable, 7 = excels above average, N.O. = performance not observed, and N.R.T.T. = not

responding to training. Daily Training Time is also noted on the DOR when corrective information is provided when the PPO demonstrates improper techniques.

CORPORAL SELECTION PROCESS

The Commanding Officers of each command within the Detroit Police Department shall:

- By seniority (starting with the most senior), ascertain each Police Officers desire to be appointed to the rank of Corporal, and accordingly prepare a list of Corporal Candidates in said order. This list shall include members who are currently Field Training Officers.
- Evaluate disciplinary records and sick time records of each Police Officer on said list, going back two (2) years from the date of the evaluation.
- Conduct a meeting (within ten (10) days of creating the list of Corporal Candidates) to discuss potential disqualifiers with the respective Police Officer, their immediate supervisor and an elected representative of the Detroit Police Officers Association.
- Should it be determined by the Commanding Officer of said Police Officer's command that their disciplinary and/or attendance over the past two (2) years is unsatisfactory, the Police Officer shall be disqualified from that commands list of Corporal Candidates until the Commanding Officer determines the disqualifying factor has been corrected, or two years from the date the disqualifying factor was committed.
- Should the Commanding Officer of a Police Officer determine their disciplinary record would not interfere with their ability to perform as a Corporal; the Commanding Officer shall prepare a written statement to the Chief of Police detailing their reason(s) for believing so. It shall be the Chief of Police (or his/her designee) who determines whether to uphold the decision of the

Commanding Officer to allow the Police Officer onto the list of Corporal Candidates.

- Upon final completion of the list of Corporal Candidates, each Commanding Officer shall forward said list to the Deputy Chief of Support Services.
- The lists of Corporal Candidates from ALL commands shall be combined by department seniority (starting with the most senior).
- Corporal Candidates having certifications and training specific to necessary departmental training needs (including that of the FTO) shall be appointed to the rank of Corporal if they are currently in an instructor capacity. Accordingly, said individual shall retain their position at their respective command only if they are to continue as an instructor.
- The Deputy Chief of Support Services shall make a list of ALL commands and number of positions where Corporals will be stationed available to all Corporal Candidates.
- Prior to the initial Corporal Training, Corporal Candidates shall bid for ALL available commands and platoons. This process shall be completed either in person or by way of a 568 from the Corporal Candidate to the Deputy Chief of Support Services (Direct). Accordingly, this process shall be done by department seniority (starting with the most senior).
- Corporal positions at commands shall first be filled by Corporal Candidates currently at that command and from their respective shifts.
- Upon completion of the command and platoon bidding process, Corporal Candidates shall be given two (2) days to withdraw their candidacy for the rank of Corporal. Should the Corporal Candidate decline appointment to the rank at this phase of the process they shall be removed from the Corporal Candidacy list for a period of one year from the date they declined the appointment.
- Should a Corporal Candidate withdraw from the candidacy list, the Corporal candidates with less seniority than the withdrawing candidate (most senior being first) shall be notified within twenty four (24) hours of vacancy and given an opportunity to fill the

vacancy. Accordingly, should a Corporal Candidate already on the list elect to fill the vacated position of the withdrawing Corporal Candidate, their vacated position shall be filled in the same manner until all available Corporal positions are filled.

- Upon filling all Corporal positions from the aforementioned Corporal Candidate list, Training will conduct Corporal Candidacy Training, to include an additional ten (10) Corporal Candidates (Corporals in Waiting) from the remaining list of candidates on the Corporal Candidates list.
- These ten (10) Corporals in Waiting shall remain at their respective commands as Police Officers. Should a Corporal position become available, the Corporal Candidates transfer list shall first be used to fill a vacated position. If there are no existing transfers to that vacancy, the vacancy filled by the next Corporal in Waiting (most senior having first refusal).
- Upon completion of the Corporal Candidacy Training, the Field Training Administrator shall prepare and forward an evaluation of each Corporal Candidate to the Chief of Police giving a positive or negative recommendation for the Corporal Candidates. Should the Field Training Administrator give a negative recommendation for any Corporal Candidate, a hearing with the Chief of Police (or his/her designee), Field Training Administrator, Corporal Candidate in question, and elected Detroit Police Officers Association representative shall be conducted. Should the Chief of Police (or his/her designee), adopt the recommendation of the Field Training Administrator, the Corporal Candidate shall be removed from the list of Corporal Candidates for a period of one (1) year before being eligible to be considered for Corporal Candidacy.

Additional Criteria:

- Corporal Candidates must have a minimum of five (5) years of street patrol experience.
- Successful completion of the Corporal Candidacy 40-Hour Certification Course

- Corporal Candidates must demonstrate the following in the Corporal Candidacy 40-Hour Certification Course
- Clean, neat appearance
- Knowledge level of Federal, State, City Ordinances, Department Policies and Patrol
- Communication Skills
- Positive Attitude.
- Adaptability
- Emotional Maturity
- Motivation
- Leadership
- Ability to document and evaluate.

EXCLUSIONS

The following are reasons a Police Officer may be excluded from the Corporal Candidacy list:

- Disciplinary History
- Suspension as a result of final disposition in disciplinary case within the past two years.
- Current status on DPD350 after all appellate options has been exhausted.
- Pending Criminal Charges

The Chief of Police has the final determination for the appointment and de-appointment to the rank of Corporal and reserves the right to deny a candidate at his discretion with cause.

APPEAL PROCESS

Any Police Officer who has articulable facts that demonstrate bias in their exclusion from the Corporal Candidacy process may appeal their exclusion, in writing, through the Detroit Police Officers Association Grievance Committee, to the Chief of Police (or his/her designee), to be heard and resolved within thirty (30) days of the appeal.

Any Corporal Candidate who is excluded from the Corporal Candidacy list may appeal their exclusion, in writing, through the Detroit Police Officers Association Grievance Committee, to the Chief of Police (or his/her designee), to be heard and resolved within thirty (30) days of the appeal.

RECOGNITION

To recognize their importance in the training and evaluation of PPOs, an insignia has been awarded to identify Corporals. The Corporal shall wear two (2) stripes on their uniform sleeve.

COMPENSATION

A Corporal, upon successfully completing Corporal Candidacy Training, shall receive a 2.5% wage increase. When A Corporal is engaged in training duties, the Corporal shall receive an additional 2.5% wage increase for all time spent training, including off duty court appearances with PPOs for a total of 5%. When calculating off duty court appearances, the additional 2.5% shall be added to the end of the normal off duty court appearance calculation as agreed upon in the DPOA City of Detroit State of Michigan collective bargaining agreement 2014-1019.

CORPORAL RESIGNATION

Notice of resignation for Corporals shall be submitted through channels to the Chief of Police on a DPD 568. The Chief of Police reserves the authority to appoint a police officer to the rank of Corporal and de-appoint a Corporal to the rank of Police Officer.

Upon de-appointment by resignation or at the discretion of the Chief of Police, a member shall be returned to the rank of Police Officer. They shall be returned to the command they were assigned to prior to being appointed to the rank of Corporal with no loss of seniority (rights or privileges). Previous Corporals returning to their previous commands shall not displace another police officer from their assignment until that position becomes available (i.e. shift or job assignments.)

ADDITIONAL PROVISIONS

- Corporals shall draw furloughs and leave days with the Police Officers on their respective shifts.
- PPOs shall have the same leave days as the Corporal they are assigned to.
- Members reinstated or reappointed pursuant to Article 10.F, Section 1 and 2 of the parties' collective bargaining agreement, shall not be considered PPOs for purposes of participation in the Field Training Program.
- Corporals shall receive the additional 2.5% increase when training reinstated or reappointed Police Officers.
- The rank of Corporal is not considered an assignment within the meaning of the parties' collective bargaining agreement and a member selected for a Corporal position shall retain his or her job assignment for all purposes set forth in the contract and this memorandum of understanding.

- Nothing in this agreement is intended nor should it be interpreted to confer on Corporals authority to exercise effective personnel action concerning probationary officers.
- The Chief of Police may exercise his or her authority to appoint a member to the rank of Corporal who is directly responsible for the training of both probationary members and confirmed members, i.e., members assigned to Training and Firearms Training.
- An Umpire in an expedited arbitration proceeding shall resolve disputes concerning the interpretation or application of this Memorandum of Understanding.
- Corporal Candidates refusing transfers by reverse seniority shall be suspended from the Corporal Candidate list for a period of one (1) year
- Training will host Corporal Candidate Training no less than once (1) a year to maintain at least ten (10) Corporals in waiting.
- Training will host Corporal Professional Development Training no less than once (1) a calendar year, or as needed for each Corporal to receive this training annually
- The rank of Corporal has been established for the reasons set forth in this Memorandum of Understanding. No other rank shall act in the capacity of Corporal.

TRANSFERS

Corporals shall be eligible for two (2) transfer lists;

Corporal Transfer List

- Corporals may request to transfer to another command as a Corporal.
- Should a position become available within a command, Corporals at that command shall have first refusal for the open position.
- The most senior Corporal on the Corporal Transfer List requesting to transfer to the command shall immediately be made aware of the

open position and work hours. That Corporal shall immediately decide whether they accept the transfer or not.

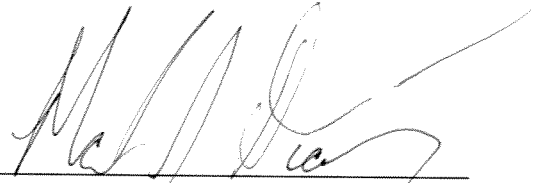
- Should a Corporal decline the transfer, the opportunity to transfer to the command in question shall continue down the transfer list in this manner (most senior being first).
- Should the open position not be filled, the position shall be offered to the next Corporal Candidate on the Corporal Candidate List. (Most senior of the ten (10) Corporal Candidates in waiting).

Police Officer Transfer List

Corporals wishing to transfer to another command may do so in accordance with department policies and procedures on transfers. Should a Corporal be transferred to a Police Officer position, their position as a Corporal shall be forfeited and they shall be placed on the Corporal Candidate List in order of seniority. However, the Corporal position vacated shall first be offered to the Corporal Candidates in waiting by seniority.



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