



Chapter: Member Conduct and Authority
Subject: 02-32 – Civil Rights Complaints
Effective: April 19, 2022
Supersedes: Official Order 12, Section 12.4, dated March 25, 2020
Distribution: Department Members

PURPOSE: This Order establishes department policy for processing and investigating civil rights complaints.

02-32-1 CIVIL RIGHTS COMPLAINTS

- A. Civil rights complaints filed directly with the department:
 - (1) Complaints that a member violated an individual's civil rights shall be accepted by the member that the complaint is made to, and that member shall ensure the complaint is immediately reported via BlueTeam to the Professional Standards Section (PSS).
 - (2) The PSS shall review and investigate the civil rights complaint in accordance with written directives governing internal affairs investigations.
 - a. Once complete, the civil rights complaint investigation shall be forwarded to the Equity and Inclusion Officer (EIO) for review.
- B. Civil rights complaints initiated by the Michigan Civil Rights Commission (MCRC), the Michigan Department of Civil Rights (MDCR), or the federal government:
 - (1) The MCRC, MDCR, and the federal government accept complaints of civil rights violations. These entities may conduct an investigation or defer the investigation to the department.
 - (2) Once a civil rights complaint from the MCRC, MDCR, or the federal government is reported to the department, an internal investigation shall be conducted by the PSS and coordinated through the EIO.
- C. Civil rights investigations conducted by the MCRC, MDCR, or the federal government:
 - (1) Members may be interviewed by state or federal investigators.
 - (2) These interviews shall be held during member's regular workday in an on-duty status.
 - (3) The interview shall be conducted in the presence of the EIO.
 - (4) A record of the meeting shall be placed in an incident file maintained by the EIO.

- (5) At the discretion of the Human Resources Division commander and in compliance with the appropriate collective bargaining or labor agreement, the member's representative may attend the interview.
- (6) If the MDCR requests a conciliation conference, the EIO shall attend. The involved member(s) may also be required to attend.

DIRECTOR

Annual Review Responsibility: Human Resources Division

Accreditation Standards: CALEA 26.3.1 B