



SUBJECT: Department Structure, Administrative Rules, Policies, and Procedures

TO: Members of the Department

This Order establishes department policy and member responsibilities for the following:

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2.1 ADMINISTRATIVE ORGANIZATION

2.1.1. ORDER OF RANK

Officers' order of rank as distinguished from titles or positions shall be as follows:

- A. Colonel - Director of the Department of State Police.
- B. Lieutenant Colonel - Deputy director, commander of a bureau.
- C. Major - Commander of an office.
- D. Captain - Commander of a division, district, or any assignment in a position as the Director may order.
- E. Inspector - Assistant commander of a field division, district, or any assignment in a position as the Director may order.
- F. First Lieutenant - Commander of a post, section, or other position as the Director may order.

Detective First Lieutenant - Commander of a section or other position as the Director may order.

- G. Lieutenant - Post operations lieutenant, assistant commander of a section, commander of a team, unit, platoon, or other position as the Director may order.

Detective Lieutenant - Assistant commander of a section, commander of a unit, task force, team, or other position as the Director may order.

- H. Sergeant - Oversight of a unit or sub-unit, shift supervisor, or other position as the Director may order.

Detective Sergeant - Designated as an investigator assigned to a post, district, division, or other position as the Director may order.

- I. Trooper - Patrol and investigative officer assigned to field operations or other position as the Director may order.
- J. Probationary Trooper - Newly appointed officer of the department not having attained Civil Service status, assigned to field operations for experience and training.
- K. Specialist - An officer who performs a specialized service in a technical area of expertise. This does not connote rank level.

NOTE: Motor Carrier and Security Officers follow this same order of rank.

2.1.2. DIRECTOR OF THE DEPARTMENT OF STATE POLICE

The Director is the executive head, as appointed by the Governor with confirmation of the Senate, and is vested with full power and authority over the organization, administration, appointments, and discipline of the Department of State Police. All members are subject to the lawful authority of that position. This authority shall not be assumed or exercised by any member of the department, except as provided for in these rules and regulations and the Official Orders of the department or when delegated to a member of the department by the Director when necessary for the execution of department affairs.

2.1.3. ACTING DIRECTOR

When appropriate, a deputy director designated by the Director shall serve as acting director. In the absence of the Director and the deputy/office directors, the Director shall designate a commissioned officer to serve as acting director.

- A. An officer serving as acting director shall perform the duties and have the power and authority of the Director, including the authority to issue temporary directives required to meet operational demands. Unless granted to the acting director by the Director, the acting director does not have authority to promote any member of the department, amend these rules and regulations, or issue or amend any Official Order.
- B. An acting director who has been appointed by the Governor to temporarily fill the position of Director has the full authority of the Director unless limited by the conditions of the Governor's appointment.

2.1.4. ACTING AUTHORITY

An officer who has been designated to serve in an acting capacity by proper authority or through incapacitation of a commander has the authority and responsibility of the position, provided it is not inconsistent with the Official Orders.

2.1.5. SUCCESSION OF COMMAND

In the absence or incapacitation of a designated commander, the officer with the greatest seniority shall assume control until relieved by superior authority.

- A. In the event the Director is unavailable or incapacitated and an acting Director has not been appointed, the following succession of command shall be implemented.
 - (1) Field Operations Bureau
 - (2) Intelligence and Technology Bureau
 - (3) Field Support Bureau
 - (4) Office of Professional Development
 - (5) Office of Administrative Services
- B. During emergencies, disasters, or for drill purposes, the succession of command requires an enlisted officer to assume the position of acting Director. In the event a civilian member holds one of the above positions, that position would not participate in the succession of command.
- C. The member assuming the position of acting Director shall have full authority and responsibility to administer the public safety needs of the state of Michigan.

2.1.6. OFFICE OF ADMINISTRATIVE SERVICES

This office is responsible to the Director for the coordination and control of the divisions making up the Office of Administrative Services. The Director shall be kept informed of the activities taking place within the divisions of the Office of Administrative Services. The Office of Administrative Services shall advise and submit recommendations to the Director on all matters of department concern. The Director may appoint a department member to act in this position, if necessary.

2.1.7. FIELD OPERATIONS BUREAU

This bureau is responsible to the Director for the coordination and control of the units making up the Field Operations Bureau. The Director shall be kept informed of general police conditions, important developments, serious crimes, criminal conditions, important traffic issues, and unusual occurrences taking place within the state. The Field Operations Bureau shall advise and submit recommendations to the Director on all matters of department concern. The Director may appoint a commissioned officer to act in this position, if necessary.

2.1.8. INTELLIGENCE AND TECHNOLOGY BUREAU

This bureau is responsible to the Director for the coordination and control of the divisions making up the Intelligence and Technology Bureau. The Director shall be kept informed of the activities taking place within the divisions of the Intelligence and Technology Bureau. The

Intelligence and Technology Bureau shall advise and submit recommendations to the Director on all matters of department concern. The Director may appoint a department member to act in this position, if necessary.

2.1.9. FIELD SUPPORT BUREAU

This bureau is responsible to the Director for the coordination and control of the divisions making up the Field Support Bureau. The Director shall be kept informed of the activities taking place within the divisions of the Field Support Bureau. The Field Support Bureau shall advise and submit recommendations to the Director on all matters of department concern. The Director may appoint a department member to act in this position, if necessary.

2.1.10. OFFICE OF PROFESSIONAL DEVELOPMENT

The Office of Professional Development is responsible to the Director for the coordination of the division and sections making up the Office of Professional Development. The Director shall be kept informed of the activities taking place within the Office of Professional Development, as well as incidents that have a statewide impact. The Office of Professional Development shall advise and submit recommendations to the Director on all matters of department concern. The Director may appoint a department member to act in this position, if necessary.

2.1.11. DISTRICT COMMANDERS

- A. District commanders are responsible to the Field Operations Bureau Commander for the general police conditions within their respective areas of responsibility. They are also responsible for proper and efficient enforcement of all laws that officers of the department have authority to enforce.
- B. District commanders have authority to adopt and enforce within their respective districts, policies and procedures for the efficient operation of their command. All district policy shall be written, with a copy sent to each of the district's work sites and to the bureau commander. Such policy shall not conflict with established policy or with any applicable collective bargaining agreement and is subject to cancellation by superior authority.

2.1.12. ASSISTANT DISTRICT COMMANDERS

In coordination with the district commander, assistant district commanders have administrative control over the personnel assigned to staff positions in their assigned districts and are responsible for the proper performance of their duties. They shall have additional responsibilities as assigned by their district commanders. In the absence of the district commander, the assistant district commander designated by the district commander shall assume the full responsibility and authority of the district commander.

2.1.13. POST COMMANDERS

Post commanders are responsible to the district commander for the general police conditions and proper and efficient enforcement of all laws that officers of the department have the authority to enforce in their assigned post area. Post Commanders have the authority to establish policy for the efficient operation of their commands. All post policy shall be written and conveyed to affected personnel with a copy submitted to the district commander. Such policy shall not conflict with established policy or with any applicable collective bargaining agreement and is subject to cancellation by superior authority.

2.1.14. ASSISTANT POST COMMANDERS

Assistant post commanders have responsibilities as assigned by the post commander. In the absence of the post commander, the assistant post commander shall assume the full responsibility and authority of the post commander.

2.1.15. SERGEANTS

Sergeants are responsible to the post or assistant post commander for the supervision and proper performance of duty by personnel under their command. Command shall be executed under the same provisions governing the post or section commanders when acting in their absence.

- A. Recommendations for corrective action beyond verbal correction shall be sent through the chain of command.
- B. Sergeants serving as shift commanders are in charge of all uniformed personnel assigned to their shift. They may also be in charge of other personnel as identified by the post commander.

2.1.16. DETECTIVE SERGEANTS AND SPECIALISTS

- A. Detective sergeants have responsibilities commensurate with their rank. The primary functions include investigation of criminal incidents and the supervision of criminal investigations being handled by subordinate officers.
- B. The authority of specialists to supervise personnel is limited to the supervision of lower level specialists working in their direct chain of command or subordinates working in their capacity as specialists.

2.1.17. DIVISIONS, OFFICES, SECTIONS, AND UNITS

Members assigned to administrative positions have the authority provided by virtue of their assignments. Responsibility and function of positions shall be established by the Director.

- A. Division commanders are responsible to a deputy director or office commander as the Director may direct, for the efficient operation of their divisions. A commander assigned primary supervisory responsibility of a section or unit is responsible to the next highest level of command or supervision within the division.
- B. Division, office, section, and unit commanders are responsible for the proper performance of duty of personnel assigned to their respective divisions, offices, sections, and units. In addition, division commanders are responsible for the operational control of division personnel assigned to districts. Division, office, section, and unit commanders have authority to adopt and enforce policies and procedures for the efficient operation of their command. Such policies shall not conflict with Official Orders and are subject to cancellation by superior authority. All such policy shall be written with a copy sent to each section and unit under their command. A copy shall be sent also to the next higher level in the chain of command.

2.1.18. COMMAND AUTHORITY

When officers on patrol, desk duty, detail, or other assignment are of equal levels, the officer with the greatest seniority shall be in command unless orders to the contrary have been issued

by superior authority. If such officers are of equal rank and seniority, the commander shall designate one officer to be in charge and responsible in all cases.

2.1.19. SENIORITY

For purposes of determining command authority, seniority shall be determined first by rank and level, second by length of service in rank and level, and third by length of service in preceding ranks and levels considered successively, when necessary.

2.2 ADMINISTRATIVE RULES

2.2.1. INTERVIEWS WITH THE DIRECTOR OR DEPUTY DIRECTORS

- A. Members may request a personal interview with the Director or a deputy director. Such requests shall be made through official channels to the Director or to a deputy director stating the nature of the subject the member desires to discuss.
- B. When it is in the best interest of the department, as determined by the Director or a deputy director, the Director or a deputy director may accept a direct application for interview.

2.2.2. INTERVIEWS WITH COMMANDERS

Members may request a personal interview with their commanders. Such requests shall be made through official channels; however, district, division, and section commanders may accept direct requests when it appears to them that sufficient reasons exist to grant such requests.

2.2.3. PROMOTIONS

Only the Director, as the appointing authority, in accordance with rules established by the Civil Service Commission, may make promotions.

2.2.4. REINSTATEMENT AFTER RESIGNATION

Any member who resigns may request reinstatement by submitting a request in writing to the Director, provided such request is submitted within three years from the effective date of resignation. Enlisted officers must comply with the certification requirements of the Michigan Commission on Law Enforcement Standards (MCOLES). Reinstatement is at the discretion of the Director.

2.3 DEPARTMENT POLICIES, PROCEDURES, AND DIRECTIVES

2.3.1. DEPARTMENT POLICIES AND PROCEDURES

- A. All permanent department policies and procedures shall be published in an Official Order. Commanders who originate new policies and procedures intended to be permanent shall ensure their inclusion in the Official Orders during the annual review, as described in Section 2.3.2.F of this Order.
- B. Policies and procedures that are temporary shall be disseminated in the form of Official Correspondence and filed as directed in Official Order No. 9.
 - (1) Official Correspondence containing policy matters shall be approved by the Director or a deputy/office director for dissemination as directed in Official Order No. 9.

- (2) MSP Bulletin (MSPB) LEIN messages may be used to establish temporary policy when time is short and the message is urgent. Such messages require the authorization of the Director or a deputy/office director and shall be followed immediately by Official Correspondence detailing the policy, as soon as possible.
- (3) Temporary policies shall remain in effect for the current year plus two years.
- (4) Each working day, members shall review Official Correspondence for department information such as correspondence, Official Order revisions, and bulletins.

2.3.2. OFFICIAL ORDERS

- A. The Official Orders establish official department policy and procedure that is permanent in nature.
 - (1) Members shall adhere to the Official Orders throughout the course of their duties and follow all applicable policies and procedures provided by the Official Orders when taking action.
 - (2) Statutes may be referenced in an Order when necessary. Michigan Compiled Laws are continuously revised. Therefore, statutory language should not be quoted verbatim in an Order.
 - (3) Information contained in a training program or manual may be referenced in an Order. Training program manuals are also continuously revised and updated. Therefore, information should not be taken directly from training materials and placed in an Order.
- B. Official Orders shall be numbered consecutively and posted on the MSP Intranet.
- C. The Office of Professional Development shall post a complete set of Official Orders on the MSP Intranet and keep the Orders complete and available for ready reference by all members.
- D. The revision date of an Official Order shall appear on each page.
- E. The Office of Professional Development shall maintain historical files containing current and past versions of Official Orders. If questions arise concerning past policies, the Office of Professional Development may be contacted for assistance.
- F. Each Official Order lists the work units responsible for its content.
 - (1) Commanders of work units designated in an Order as the unit responsible for continuous review and revision shall at minimum ensure review of the Order and submit requests to the Office of Professional Development to initiate revisions annually.
 - a. Commanders shall ensure their assigned Orders accurately reflect current state statute, federal code, appellate court decision, and department policy.
 - b. If, during the annual review, the Order is found to be current, the revision date shall be changed to reflect the latest review.

- (2) All commanders are encouraged to regularly review the Orders and contact the Office of Professional Development to request changes to the Orders whenever necessary.

2.3.3. OFFICIAL ORDER REVISION AND ORGANIZATION

A. The Office of Professional Development shall coordinate the revision process for all Official Orders. When an Order needs to be revised, the following process shall be followed.

- (1) The commander, or designee, of a work unit responsible for continuous review and revision of an Order shall request an electronic copy of the Official Order from the Office of Professional Development, either annually as specified above or whenever changes are deemed necessary.
- (2) The Office of Professional Development will forward the electronic version of the Official Order as requested.
 - a. The electronic document shall utilize a system that allows users to view the Order in a strike/add format during the revision process ("track changes" function in Microsoft Word).
 - b. Only one electronic version of the Order will be disseminated at a time. Therefore, if another work unit requests an electronic copy to change the same Order, it will not be shared until it is received from the original reviser.
- (3) The requesting work unit shall complete the proposed revision of the Order within 60 calendar days of receipt.

To quickly identify sections of Official Orders which have been revised, significant revisions or changes shall be highlighted within the Order.

- (4) When the Office of Professional Development receives the revised Order, it will be reviewed for content and compliance with Official Order standards, statutory compliance, and legal precedent.
 - a. The Office of Professional Development is the final authority for legal interpretation of the content of any Official Order affected by state statute, federal code, or appellate court decision.
 - b. Final authority for the formatting and style of the Official Orders also rests with the Office of Professional Development.
- (5) The Office of Professional Development will then forward a copy of the edited Official Order, in strike/add format showing revisions made, to other work units with revision responsibility one at a time for review and revision.

Orders shall be reviewed and revised by work units within 15 calendar days of receipt of the Order from the Office of Professional Development.

- (6) After each work unit with revision responsibility has reviewed and revised the Order, the Office of Professional Development shall forward the final edited version to each exclusive organization representing employees affected by the Order revision if their collective bargaining agreement(s) deem that, because of its subject matter, the revised Order be reviewed.

- (7) Once the revised Order has been reviewed by all affected parties, the Order shall be forwarded to the Director for final comment and approval.
- (8) Once the Order has been approved by the Director, the revised Order will be posted on the Intranet, replacing the previous document.

Recently revised Official Orders shall also be noted in a memo posted on Official Correspondence.

- B. Each Official Order shall be composed and organized in outline format with subject headings.

- (1) Tabs shall be set every 0.3 inches.
- (2) The numbering of the outline shall begin with a section number 1., followed by a capital A., followed by a number (1) in parentheses, followed by a lower case a., followed by a Roman numeral i., followed by a number 1) with a single parenthesis, followed by a lower case a) with a single parenthesis, as is shown in the following example:

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1.
  A.
    (1)
      a.
        i.
          1)
            a)
  
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2.3.4. OFFICIAL BULLETINS

- A. Personnel-related orders affecting individual members of the department shall be approved by the Director and may be posted on the MSP Intranet in the form of Official Bulletins. Official Bulletins contain a variety of information such as new hires, assignments, promotions, demotions, reassignments, transfers, selections for vacancies, recalls, reinstatements, retirements, actions of the Board of Awards, confirmation of probationary officers, and other matters that need to be officially brought to the attention of department members.

Orders reported in Official Bulletins shall become effective on the dates listed in the Bulletin.

- B. Official Bulletins shall also contain suspensions or terminations resulting from disciplinary proceedings, including discipline imposed through disciplinary conferences, arbitrations, and Civil Service appeals. Suspensions proposed and accepted by a member in lieu of a hearing or conference being conducted shall also be published.

Official Bulletins shall not indicate the name or work location of a member disciplined, but shall include, where applicable, the work order/rule violated, the charges, and the action of the hearing body.

- C. The Human Resources Division shall maintain historical files of past bulletins. Questions concerning past bulletins may be referred to the Human Resources Division.

2.3.5. WORK UNIT POLICY BOOK

- A. Any written order promulgated and published by a work unit commander, which has been reviewed and approved by the division or district commander, shall be retained in a work unit policy book.
- B. Information contained in a work unit policy shall be specific to the particular work unit. The following are examples of information that may be included:
 - (1) Duties of unit officers.
 - (2) Procedures to follow for particular courts or prosecutors.
 - (3) County officials to contact for various situations.
- C. Items contained in a work unit policy book shall not conflict with department policy or directives.

2.3.6. BULLETIN BOARDS

- A. Bulletin boards at work unit locations may contain such items as Civil Service Announcements, Law Enforcement Bulletins, and FBI Bulletins. Items dealing with official department policies and procedures shall not be posted.
- B. Bulletin board space provided by negotiated contract shall be available for exclusive use of the union/association as provided in the contract. Materials posted shall be in compliance with the contractual agreements.

2.4 DEPARTMENT PHILOSOPHY

2.4.1. PHILOSOPHY OF LEADERSHIP

“The department achieves its mission through employees who distinguish themselves as leaders by their ability to earn respect, instill confidence, and strengthen morale by providing vision, accountability, and recognizing individual contributions and achievements.”

2.4.2. VALUE STATEMENT

“A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY”

2.4.3. MISSION STATEMENT

“Provide the highest quality law enforcement and public safety services throughout Michigan.”

2.4.4. VISION STATEMENT

“Be a leader and partner in law enforcement and public safety, with a highly trained, full-service state police force that is mobile, flexible, and responsive to emerging public safety needs across Michigan.”

2.4.5. CULTURE

ONE: Disparate parts joining together under a singular mission to achieve success; uniquely different but working together to appear as one. A state of connectiveness and community where together is always better.

2.4.6. LAW ENFORCEMENT CODE OF ETHICS

The Law Enforcement Code of Ethics was adopted by the International Association of Chiefs of Police in 1957.

2.4.7. POLITICAL ACTIVITY POLICY

The department neither encourages nor discourages members from running for public office or supporting or opposing political issues. However, if a member runs for office or supports or opposes a candidate or issue, such activity is governed by the following policy:

A. Members Seeking Political Office

- (1) A member may become a candidate for nomination and election to partisan or non-partisan political or public office in accordance with the Rules of the Civil Service Commission.
- (2) The Federal Hatch Act restricts the political activity of members whose positions are funded entirely by federal loans or grants. The Hatch Act Modernization Act of 2012 allows most state and local government employees to run for partisan political office. A member must ensure that his/her salary is not completely funded by federal loans or grants. Members must ensure state and local laws do not prohibit them from running for political office and members are prohibited from engaging in political misconduct.

B. Endorsement of Political Candidates and Issues

- (1) Members shall not endorse candidates for political or public office, or support or oppose petition or ballot issues, while on duty. Any off-duty political activity shall not interfere with satisfactory job performance. Members engaging in off-duty political activity shall not appear in uniform or use the department's name, vehicles, equipment, stationery, emblems, or supplies in support of a candidate for political or public office, petition, or ballot issue.
- (2) Photographs of members in uniform and/or department vehicles shall not be used in campaign literature by members running for political office. This is not intended to discourage members from seeking political offices; however, literature containing such photographs could be misinterpreted as an endorsement of the individual by the department.
- (3) Signs supporting or opposing candidates for political or public office or current political or public issues, shall not be permanently erected, temporarily placed, or displayed on any property or facility owned, operated, leased, or under the control of the department. Members shall not park vehicles displaying such signs in department parking areas where the signs can be seen by the public since they could be misinterpreted as the department's position on an issue or candidate. If vehicles cannot be parked in this manner, the signs shall be removed or covered.
- (4) Local commanders may provide generic support for public safety initiatives if permitted by their bureau commander.

C. Lobbying Activity

- (1) Members shall not engage in lobbying activities unless authorized by the Chief of Staff and registered as a department lobbyist agent or lobbyable public official pursuant to Michigan's [Lobby Registration Act, MCL 4.411](#) et seq. Lobbying activities include

communicating directly with a lobbyable public official in the executive branch or legislative branch of state government for the purpose of influencing legislative or administrative action. A list of lobbyable public officials is maintained on the [Department of State's Bureau of Election's website](#).

- D. Questions concerning the application of the political activity policy shall be directed to the Chief of Staff.

2.5 REVISION RESPONSIBILITY

Responsibility for continuous review and revision of this Order lies with the Human Resources Division and the Office of Professional Development.

DIRECTOR