



Lansing Police Department Manual

200.3 – BOARD OF POLICE COMMISSIONERS - CHARTER

Administrative Procedure

Effective Date: 12/2016

Rescinds: 02/2001

PURPOSE

The purpose of this procedure is to outline the Charter of the City of Lansing as it relates the Board of Police Commissioners and the Lansing Police Department. The Board is established pursuant to [Article 5, Chapter 1 and 3](#) of the City Charter.

APPOINTMENT OF BOARD MEMBERS

- Members of the Board shall be appointed by the Mayor and with the advice and consent of the City Council [Lansing City Charter, Appointment of Board Members 5-103.2](#).
- Each member shall serve for a term of four years [Lansing City Charter, Appointment of Board Members 5-103.3](#).
- The Board shall be composed of eight (8) members:
- Four (4) members shall be from the City-at-large.
- One member shall be appointed from each of the four (4) wards of the City [Lansing City Charter, Appointment of Board Members 5-103.8](#).
- The term of office expires each year for both a member at large and a member from a ward [Lansing City Charter, Appointment of Board Members 5-103.8 and 5-103.9](#).

ORGANIZATION OF THE BOARD

- The Board shall organize itself for the conduct of its business and select its own officers. The Board will also select a Board Secretary who is not a member of the Board to take minutes of the Board meetings [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.1](#).
- The Board shall adopt its own rules of procedure consistent with the [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.2](#). [Administrative Procedure 200.4 Board of Police Commissioners-Meetings](#).
- The rules shall state the schedule of the regular Board meetings. The schedule shall not conflict with regular meetings of the City Council [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.3](#).
- The rules shall require that the public notice of all meetings shall be given in the manner provided by statute for meeting of public bodies [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.4](#).
- The rules shall require that the public have a reasonable opportunity to be heard at all regular meetings of the Board [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.5](#).
- All Board meetings shall be required to be open to the public to the same extent as meetings of the City Council [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.6](#).
- The rules shall define the extent to which nonattendance at meetings may be grounds for removal from office [Lansing City Charter, Organization of Boards; Rules of Procedures 5-105.7](#).

40 **ADVISORY BOARD FUNCTIONS**

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- 42 • The Board shall at its regular meetings review the progress and planning of the Chief of Police to
43 insure that all activities are in accordance with City policy. The Board may propose changes in
44 agency operations for the purpose of making its program more effective [Lansing City Charter,](#)
45 [Advisory Board Functions 5-106.1.](#)
- 46 • Proposed policies and programs or changes in existing policies or programs requiring Council
47 action shall be submitted by the Chief of Police to the Board prior to submission to the Mayor and
48 Council for action. The Board's written recommendations concerning the proposals shall be
49 submitted to the Mayor along with the Chief's proposal. When the Mayor submits the proposal to
50 the Council for action, the Board's recommendations shall also be transmitted to the council along
51 with that of the Mayor [Lansing City Charter Advisory Board Functions 5-106.2.](#)
- 52 • The Board of Police Commissioners, at the direction of the Mayor, and through the
53 Hiring/Recruitment Sub-Committee will work closely with the Human Resources Department,
54 Human Relations Department and the Chief/Designee to develop and ensure the hiring process for
55 both Certified/ Certifiable and Police Recruit candidates is done in a fair and timely manner while
56 adhering to all Federal, State and Local laws concerning EEO in hiring. As part of the process the
57 Board, at the direction of the Mayor, will encourage all stakeholders to work towards continuous
58 improvement of the process using lessons learned from current and future processes to improve
59 future hiring practices to ensure that it is not only transparent, but defensible if challenged. The
60 Sub-Committee will meet quarterly with the Human Resources Department to discuss process
61 improvement and continue to draft resolutions to be presented to the entire Board of
62 Commissioners for those candidates deemed to meet all the criteria for hiring as a Lansing Police
63 Officer or a candidate to be sponsored as a Police Recruit.
- 64 • The Department's budget material, including capital improvement proposals, shall be submitted to
65 the Board before submission to the Mayor and the Boards written recommendations shall be
66 submitted to the Mayor along with the Department's recommendations. The Mayor shall transmit
67 the Board's recommendations to the Council along with budget material for that agency (5-106.3).
- 68 • The Board shall, prior to December 1, prepare a written report evaluating the effectiveness and
69 analyzing the status and priorities for services and activities of the Department. Copies thereof
70 shall be filed with the Mayor, the Council, and the City Clerk [Lansing City Charter, Advisory Board](#)
71 [Functions 5-106.4.](#)
- 72 • The Board may develop its own proposals for new or altered policies and programs and transmit
73 these to the Mayor and City Council [Lansing City Charter, Advisory Board Functions 5-106.5.](#)

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75 **DUTIES**

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- 77 • The Board shall establish administrative rules for the organization and overall administration of the
78 Department including promotional and training procedures in consultation with the Chief of Police
79 and the Mayor. These administrative rules shall not be effectuated in accordance with [Lansing](#)
80 [City Charter, Organization of Boards; Rules of Procedures 5-105.8,](#) but shall become effective
81 upon filing with the City Clerk [Lansing City Charter, Duties 5-301.2.](#)
- 82 • The Board shall approve rules and regulations for the conduct of the members of the Department,
83 in consultation with the Chief of Police and the Mayor [Lansing City Charter, Duties 5-301.3.](#)
84 [Administrative Procedure 100.3 Rules of Conduct,](#) for additional information.
- 85 • The Board shall establish a procedure for receiving and resolving any complaint concerning the
86 operation of the Department [Lansing City Charter, Duties 5-301.4.](#) [Administrative Procedure 200.7](#)
87 [Complaint Procedure,](#) for additional information.
- 88 • The Board shall review and approve the Departmental Budget before its submission to the Mayor
89 [Lansing City Charter, Duties 5-301.5.](#)
- 90 • The Board shall act as the final authority of the City in imposing or reviewing discipline of the
91 Department employees consistent with the terms of the state law and applicable collective
92 bargaining contracts [Lansing City Charter, Duties 5-301.6.](#) [Administrative Procedure 200.6 Board](#)
93 [of Police Commissioners - Complaint Review Committee,](#) for additional information.

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- The Board shall render an annual report to the Mayor and City Council, which shall include a description and evaluation of the Department's activities during the previous year, including the handling of crime and complaints, if any, and proposals for future plans [Lansing City Charter, Duties 5-301.7](#).
 - Whenever necessary to carry out its assigned duties, the Board shall have the same power to subpoena witnesses, administer oaths and require the production of evidence as the City Council [Lansing City Charter, Investigatory Power 5-302](#).