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# MINI-STATION HANDBOOK



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## INTRODUCTION

The underlying principles upon which the mini-station concept is based can be summarized as a "Mini-Max" Theory. That is, minimum staffing and capital outlay but maximum service.

Mini-Stations can most readily be viewed as analogous to parked scout cars. They are fixed positions from which officers may reach out within certain prescribed geographic limits to render police service.

Mini-Stations are not public relations stations. They have no inherent value just because they are there. Their value is to be measured by the quality of service launched from them.

It is not a premise of mini-stations that police need to be merely seen in a community in order to imbue a spirit of cooperation between citizens and police.

Mini-Stations must perform traditional police service; however the method of delivery of these services is unique to the concept. Also unique is the opportunity for officers

to broaden the scope of their impact on the community they serve.

Mini-Station officers, by having been dedicated to specifically delimited areas, will have the time to devote a full range of police service to the area. This can better be described as proactive police service as opposed to the reactive nature of most patrol functions. This unique type of service primarily involves the implementation of basic crime prevention programs including the organization of neighborhood watch programs, the conducting of residential and business security surveys and the utilization of Operation Identification procedures.

Mini-Stations in concept as outlined by this document are mere sketches. It is up to the individual officers to fill in the detail. This represents an opportunity for officers to bring to their jobs their own individuality, personality and style.

Above all else, in holding police officers responsible for specific geographic areas, the department allows the officer to develop his professional ability to the utmost. It is understood that not every police officer will have

either the ability or desire to perform in this challenging arena. To those that do, however, the rewards in personal satisfaction are great.

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SECTION I  
ORGANIZATION

Under a re-organization plan implemented in June, 1980, all mini-station operations were placed under the administrative control of one commanding officer in charge of the Mini-Station Section. As stated in the Detroit Police Manual, Volume One, Chapter Three, Section Three, the section, which answers directly to the Chief of Police, is responsible for the following functions:

- a. Overseeing all phases of mini-station operations, including staffing;
- b. Making recommendations on the selection, acquisition and furnishing of all mini-station sites, and establishing hours of operation;
- c. Giving specialized instruction to mini-station personnel;
- d. Operating and controlling mobile mini-station units;
- e. Inspecting mini-stations to assure compliance with rules, regulations, orders or procedures;
- f. Investigating complaints lodged against mini-station operations;
- g. Maintaining a business watch program and a neighborhood watch program within the area of responsibility of the mini-station;
- h. Providing expanded crime prevention services; and
- i. Assisting the precinct in handling complaints of a routine nature.

A West side and East side base were established for administrative purposes organizing mini-stations in the following manner:

Commanding Officer

Headquarters

WESTSIDE BASE

4-M-1	1920 Junction	297-9421
4-M-2	7744 W. Vernor	297-9424
4-M-3	8022 W. Jefferson	297-9420
4-M-4	2575 S. Schaefer	297-9423

6-M-1	5003 Tireman	898-2393
6-M-1A	4100 W. Warren	898-2402
6-M-2	13051 W. Chicago	935-4445
6-M-3	7824 Michigan	297-9427
6-M-4	5425 Michigan	898-6368
10-M-1	11727 Linwood	876-0411
10-M-2	12146 Dexter	
10-M-3	9209 Grand River	935-4446
12-M-1	16884 Schaefer	935-3303
12-M-2	7743 Puritan	935-3302
12-M-3	18984 Livernois	935-3278
12-M-4	13403 W. Seven Mile Road	935-3311
14-M-1	16685 Joy Road	297-9426
14-M-2	15751 Grand River	935-4285
14-M-3	8700 Fenkell	935-3277
14-M-4	10640 Grand River	935-4284
16-M-1	18618 Fenkell	935-3825
16-M-2	19240 Joy Road	935-4287
16-M-3	20350 W. Seven Mile Road	935-5498
16-M-4	20845 Fenkell	935-5497

EASTSIDE BASE

3-M-1	2222 Ferry Park	898-2392
3-M-2	3946 Grand River	833-1123
3-M-2A	Jeffries Project	833-3757
3-M-3	1544 Washington Blvd.	224-0444
3-M-3A	1505 Centre	224-1335
5-M-1	14220 E. Jefferson	267-6931
5-M-2	8367 E. Jefferson	267-6930
5-M-3	11245 Mack	267-6933
7-M-1	484 E. Grand Blvd.	267-6926
7-M-1A	7737 Kercheval	267-6932
7-M-2	630 Chene	224-0462
7-M-3	5526 Chene	267-6923
7-M-4	7606 Gratiot	267-6927
7-M-4A	8100 Gratiot	
11-M-1	19339 Van Dyke	876-0253
11-M-2	1021 E. State Fair	876-0265
11-M-3	2427 E. Seven Mile Road	876-0252
11-M-4	18321 John R.	876-0410
11-M-5	5702 Charles	876-0251
11-M-6	7754 Harper	

13-M-1	6537 Second	876-0063
13-M-2	3711 Woodward	833-1125
13-M-3	1120 Clairmount	876-0062
13-M-4	9100 Woodward	876-0064
13-M-5	2917 Cass	833-1122
13-M-6	564 Wilkins	833-1124
15-M-1	5142 Conner	267-6924
15-M-2	9943 Gratiot	267-6929
15-M-3	14304 Gratiot	267-6928
15-M-4	16334 E. Warren	267-6935

SECTION II  
FACILITIES AND EQUIPMENT

A. SITE SELECTION

Mini-station sites will be selected by the Mini-Station Section in consultation with the appropriate precinct commander, deputy chief, affected community groups, and other concerned citizens and agencies. The recommended sites shall be submitted to the Chief of Police for final approval before implementation.

While the criteria for site selection are multifaceted, the following will serve as basic guidelines:

1. A high priority will be placed on areas which house large numbers of senior citizens.
2. Areas which consistently experience a disproportionate amount of crime, specifically street crime.
3. Business districts which experience undue crime victimization to either the business places in the area or to the citizens who patronize such places.
4. Areas housing large numbers of low income persons such as public housing projects.
5. Sites which sustain high use patterns or pedestrian traffic although they are not specifically residential in nature.

While not an essential condition, it is deemed critical to the effectiveness of mini-stations that they be situated where substantial citizen support has been expressed and can be maintained.

In no case shall a site be selected merely on the availability of a structure or its modest cost. Structures should be utilized whenever possible, which are highly visible, easy to maintain and relatively small.

B. EQUIPMENT REQUIREMENTS

1. Minimum Needs

All mini-station equipment will be secured by the Mini-Station Section. While flexible, the minimum needs should be:

- Sufficient office furniture
- Telephones
- Bulletin boards
- Maps (mini-station area, precinct and city)
- Department report forms
- Crime prevention printed material (survey forms, block location sheets, distribution material, etc.)

2. Vehicle and Radio Equipment

Marked scout cars and scooters will be assigned to individual officers on a daily basis at the discretion of their immediate supervisors at the respective bases. Priority for assignment of vehicles will generally depend upon such considerations as scheduled meetings, scheduled surveys, special details, etc. Each officer will be equipped with a P.R.E.P. radio during the officer's tour of duty.



SECTION III  
POLICE PERSONNEL

#### A. SELECTION CRITERIA

Under the new re-organization plan, the staffing of mini-stations with police officers became the responsibility of the Mini-Station Section. The concept required that each mini-station would be staffed by one permanently assigned police officer. Teletype 6720, issued on June 26, 1980, indicated what selection criteria would be used to select officers and reads in part as follows:

THIS ASSIGNMENT WILL REQUIRE THAT THE POLICE OFFICER BE RESPONSIBLE FOR RECRUITING, TRAINING, AND SCHEDULING CIVILIAN VOLUNTEERS TO MAN THE FACILITIES FROM 9:00 A.M. TO 9:00 P.M. DAILY. OFFICERS WILL BE CRIME PREVENTION TRAINED AND RESPONSIBLE FOR BUSINESS AND NEIGHBORHOOD WATCH PROGRAMS IN THE PRIMARY AND SECONDARY AREA OF THEIR ASSIGNED MINI-STATION. OFFICERS MUST BE DEPENDABLE, FLEXIBLE IN DAYS AND WORKING HOURS, AND PUBLIC RELATIONS ORIENTED. OFFICERS WILL BE RESPONSIBLE FOR MAINTAINING THE FACILITY AND EVENTUALLY FOR A MAJORITY OF THE POLICE ACTIVITIES IN THESE AREAS.

In addition, personnel selected for mini-station duty must be those officers who have demonstrated a productive record. They should display a desire for community service, an ability to communicate well, and above all, the ability to function without close supervision and minute direction. Innovativeness and drive are the chief characteristics to be sought in officers assigned.

An officer assigned to a mini-station shall have the conviction that within the limits prescribed, he is in charge; and that he commands the resources and the mandate to be the primary representative of the department and the law in that area.

#### B. TRAINING

All officers selected for assignment to mini-stations are trained in the eighty (80) hour Basic Crime Prevention Training Program. The following list represents basic blocks of instruction taught in the course:

1. The History and Principles of Crime Prevention
2. Implementing a Crime Prevention Program
3. Crime Prevention and The Physical Environment
4. Introduction to Security: Industrial, Commercial, Retail and Residential

5. Retail Policies and Procedures
6. Security Lighting
7. Safes
8. Electronic Devices and Security
9. Retail Security: The Problems of Fraud
10. Internal Management Procedures and Their Impact on Business
11. Introduction to Lock Terminology and Mechanical Security
12. Construction Site Security
13. Introduction to Security Surveys
14. Local Planning Process and Crime Prevention
15. Armed Robbery Prevention
16. Self Protection
17. Public Speaking for Crime Prevention
18. Public Information and Crime Prevention
19. Crime Prevention Evaluation

The course is taught by selected Crime Prevention Section personnel as well as various experts in the field. Heavy emphasis is placed in the areas of Neighborhood Watch, Apartment Watch, Business Watch and the preparation of residential and business surveys. In addition to the above training, officers are periodically updated in the latest crime prevention techniques as part of in-service training.

#### C. SUPERVISION

Supervisors are assigned to the respective east and west side bases and work under the direction of the commanding officer of the Mini-Station Section. Basic supervisory duties include:

1. Supervision, evaluation, discipline and training of officers assigned to the respective Mini-Station.
2. Maintenance and assignments of vehicles and equipment.

3. Regular inspections of mini-station facilities to ensure compliance with stated rules and objectives.
4. The proper preparation and transmittal of required reports.
5. Other duties as directed by the commanding officer of Mini-Station Section.

D. EVALUATION

Officers assigned to the mini-station are to be evaluated by their supervisors on the basis of their productivity, initiative, reliability, independence of thought and action, familiarity with their beat, and their responsiveness to the problems of the residents on the mini-station beat. Personnel are to be further evaluated on their willingness to participate and on their conduct which exemplifies police professionalism.

SECTION IV  
CIVILIAN PERSONNEL

## A. VOLUNTEERS

The department will strive to use civilian volunteers in mini-stations to the greatest extent possible. Such involvement is essential to achieve our goal of increased cooperation between the community and the police. The following guidelines shall apply to the recruiting, training, hiring and utilization of such volunteers.

## B. SELECTION

### 1. Sources of Volunteers

Civilian volunteers shall be recruited from within the area of influence of the mini-station they are to serve. It is the primary duty of mini-station officers to initially recruit interested citizens. Completed applications from potential volunteers shall be submitted to the Mini-Station Section for processing.

### 2. Criteria of Selection

Civilian volunteers should meet the following criteria:

Be residents of the area of influence of the mini-station they wish to serve.

Be able to dedicate a specified number of hours to serve at the mini-station.

Understand the limitations upon their duties as mini-station volunteers, and the obligation they hold to reach out into their community to enlist the cooperation of their fellow citizens.

Be willing to submit to a fingerprint clearance, be free of any debilitating disease or injury which would affect their performance, and be able to read and write.

### 3. Processing and Application

Citizens desiring to be volunteers should submit an application to their own mini-station. They will be fingerprinted and the application will be processed. This should take approximately three weeks. Once the processing is completed, the applicant will be informed of his or her status as follows:

- a. Accepted as a volunteer.
- b. Rejected for cause (which must be expressed to the applicant).

## 4. Acceptance and Certification

Once accepted, the volunteer is contacted by mini-station personnel who will develop a work schedule for such volunteer. It is essential that volunteers be utilized during those periods which are most productive in terms of the actual mini-station use by the public. Such use may be either in person or by phone. Certification of each volunteer will be made by the Commanding Officer of the Mini-Station Section as he shall make the final determination to accept the services of the volunteer.

## C. COMMUNITY SERVICE WORKERS

The Community Work, Education and Training Program, which provides financial assistance to needy citizens, is also a source of civilian personnel assigned to man mini-stations. Workers are provided by the Wayne County Department of Social Services and are assigned to mini-stations by the base supervisors according to the following general criteria:

1. Greatest need for civilian personnel at a particular site.
2. General proximity of a worker's residence to a particular mini-station.

Community Service Workers are trained to perform all of the functions of regular civilian volunteers and act in the same capacity. The major difference is that Community Service Workers are required to work a mandatory number of hours per month and must work when the greatest need for civilian personnel exists as scheduled by the mini-station officer.

## D. LAW ENFORCEMENT EXPLORERS

Certified Law Enforcement Explorer Scouts also perform various functions in relation to the mini-station program. Explorer Advisors (Police Officers) assign Explorer Scouts to specific mini-stations based on the following criteria:

1. The individual must be a registered Explorer.
2. Each Explorer shall have attended the Annual Law Enforcement Academy or have completed the forty (40) hour Basic Training Program at the precinct level.
3. The Explorer must have completed the Probationary Explorer Status as prescribed by the precinct explorer post to which the explorer is assigned.

4. The Explorer must be in uniform while performing in mini-station operations.

The conceptual guidelines of the Explorers Program dictate that the Explorers work out of a mini-station as opposed to working in the mini-station as do other civilian personnel. The following represents the basic functions and activities performed by Explorers through the Mini-Station Program:

1. Senior Citizens Escort Service

- a. Explorers assigned to Senior Housing Mini-Station or Mini-Station near Senior Citizens location

- 1) Escort Seniors to Markets and back
- 2) Escort Seniors to Banks and back
- 3) Patrol area within housing boundaries
  - a. Interior security (patrol in pairs or threes)
  - b. Exterior security (patrol in pairs or threes)

2. Crime Prevention Programs

- a. Operation Identification

- 1) Marking of valuables
  - a. Done in precinct Mini-Station
  - b. Go out to persons home

- b. Update of commercial business cards

- 1) Contact made personally
- 2) Contact made by telephone

- c. Home and Business Safety Surveys

- 1) Assist Mini-Station Officers (police officers)

3. Neighborhood Watch

- a. Patrol specific areas in Mini-Station

- 1) Designation made by Mini-Officer

- a. Work in pairs or threes

- 2) Responsibilities (report such things as un-boarded, abandoned or burned out house)

- 3) High weeds in vacant lots

#### E. DETROIT POLICE RESERVES

The use of Detroit Police Reservists to assist in manning the mini-station should be encouraged. Particularly beneficial would be service by Detroit Police Reservists who reside within the mini-station area.

Detroit Police Reserve coordinators shall establish a minimum number of hours of service in mini-stations for their reservists per month. Such duty will provide a necessary training period for the reservists.

In cases of emergency wherein the department is mobilized, including mini-station officers, the Detroit Police Reserves, with the approval of the Chief of Police will take over the mini-station facilities; and be empowered to make police reports.

Reserves who are Crime Prevention trained can be used by the Mini-Station officer, as additional civilian volunteers, to assist in the Crime Prevention mission of the station. They can canvas neighborhoods, assist officers with programs, paperwork, and the physical installation of Neighborhood Watch and Business Watch signs.

When Detroit Police Reserve's work in uniform, an officer must be on duty at the Mini-Station. This does not preclude a reservist from working in a mini-station, as a volunteer in plain clothes, and receiving DPR credit for these activities.

#### F. RULES FOR CIVILIAN PERSONNEL

The following are some specific rules for civilian personnel:

1. Volunteers are under the supervision of a police officer who may or may not be physically present in the mini-station.
2. Volunteers shall be neat and clean, bearing in mind that they represent both the city and the community.
3. Volunteers will report to the officer-in-charge of the mini-station for specific assignment when coming on duty.
4. Volunteers shall not absent themselves from duty without notifying the officer-in-charge.

5. Should a volunteer be unable, due to an emergency or illness, to report for scheduled duty, he must notify the mini-station one hour in advance so an alternate may be contacted.

When a volunteer, for any reason, fails to appear for pre-scheduled service, officers shall establish the reason for the failure to appear as scheduled. Such failure shall be brought to the attention of the Mini-Station Section for appropriate action.

6. Volunteers should familiarize themselves with pertinent reports and procedures which they will be required to prepare or fulfill. Volunteers should not complete forms which would require their appearance in court.
7. Inability to perform adequately or, performance in violation of civilian guidelines, will be documented and reported as indicated above.
8. Volunteers shall not take any police action, such as making an arrest, unless requested to assist by a police officer. Neither should they engage in any action which could be physically hazardous to themselves or another.
9. Volunteers should work with police officers in an effort to mutually create an atmosphere of trust between the police and the community.
10. Volunteers trained in Crime Prevention may assist the assigned officer in his Crime Prevention duties to include; program presentation, neighborhood canvassing, paperwork and sign installation.
11. Volunteers may be terminated for cause, by the Commanding Officer, Mini-Station Section.

SECTION V  
OPERATIONAL GUIDELINES  
POLICE PERSONNEL

A. DAILY OPERATIONS

1. East Side Mini-Station Officers

East Side Mini-Station Officers will report directly to the East Side Base for on duty roll call fifteen (15) minutes before the tour of duty is to begin. Officers will be assigned vehicles, radio equipment, etc., after roll call

Unless otherwise directed by immediate supervision, officers will report directly to their respective mini-stations after roll call, survey the condition of the station and record initial entries in the blotter (inventory, condition of station, on duty times, etc.) See Appendix A for sample blotter entry format.

Officers will stand off duty roll call at the East Side Base at the conclusion of their tour of duty.

2. West Side Mini-Station Officers

West Side Mini-Station Officers will report directly to their assigned mini-stations not less than fifteen (15) minutes before their tour of duty is to begin. Officers will survey the condition of the station and record initial entries in the blotter (inventory, condition of station, on duty times, etc.) The officers will then call the West Side Base and report on duty to a supervisor at the time their tour of duty begins. West Side officers will also call their base for off duty roll call at the conclusion of their tour of duty.

B. AREAS OF INFLUENCE

1. Geographic Considerations

The area of influence of each mini-station has been established by the Commanding Officer of the Mini-Station Section. Each mini-station has been provided with a precinct map outlining the primary and secondary areas of influence for that mini-station. The size and shapes of these areas vary from mini-station to mini-station.

In general, the primary area of influence is that geographic area which can reasonably be patrolled either on foot or by vehicle and still allow the officer to return to the mini-station quickly. The secondary area of influence is that geographic limit within which only vehicle patrol would allow immediate recall.

2. Other Considerations

Recognizing that age, ethnic, cultural, and natural boundaries are incorporated into a mini-station area, the area of influence is also defined as that geographic area whereby a citizen identifies himself with a specific mini-station, and interacts with the police officers of that mini-station.

3. Delivery of Services

Mini-Station officers will be charged with complete responsibility for requests for police service within the primary area of influence that come to their attention. Due to the fact that all mini-station operations involve "one-man" patrol activities, the need exists for the delivery of emergency or potentially hazardous police services to be augmented by precinct scout car response. However, non-emergency matters will be processed whenever possible by mini-station officers.

Each mini-station's geographic limits of primary and secondary areas represent the boundaries of a patrol beat for officers so assigned. Various methods of patrol including vehicular, scooter and foot are used and officers are advised that a balanced mix of the various methods is deemed most beneficial.

4. 911 Operations

Each ESO will be provided with material which establishes the location, phone number and area of influence of each mini-station. In cases where the caller's complaint is not-urgent and can be properly handled at a mini-station, the citizen will be advised to report to such mini-station. The citizen should be given the phone number of the mini-station by the ESO.

All civilian personnel working in mini-stations are to be trained and knowledgeable in the telephone crime reporting procedures. For complete instructions regarding these procedures, refer to Appendix B.

C. HOURS OF OPERATION

As mandated, mini-stations are to remain open for a twelve (12) hour period from 9:00 a.m. to 9:00 p.m. seven days a week. In addition to on duty hours of the officer assigned, the station will be kept open and operational by the assignment of civilian personnel (volunteers, community service workers, police reserves, etc.) In special cases, wherein the mini-station may have been established on criteria unique to that station, the hours of operation could possibly be adjusted to reflect the special nature of that facility.

In addition, in those rare instances in which, civilian or Detroit Police Reserve personnel are unavailable to report for work and replacements are beyond the control of the assigned officer, a sign will be posted which reads "OFFICER ON PATROL IN AREA WILL RETURN AT 5 P.M. (ETC.)". The reverse side of said sign reads "OFFICER ON DUTY, PLEASE ENTER." Also clearly visible will be the advice to call 911 for urgent matters which cannot be deferred until the officer returns to the mini-station.

D. CRIME PREVENTION ACTIVITIES

As part of the Mini-Station re-organization plan implemented in 1980, the Chief of Police mandated that the primary function of the plan was to stimulate and improve citizen participation with the police through crime prevention activities. As a result, mini-station officers are responsible for utilizing the major portion of their working hours for specific crime prevention activities including neighborhood watch, business watch, apartment watch, and the conducting of business and security surveys. Officers are expected to initially perform these activities in the primary and secondary areas of influence before expanding to additional areas.

Crime prevention training, the designation of primary and secondary areas of influence and the flexibility allowed for scheduling of shift hours have been provided to meet the above objectives. Additional measures, including the providing of crime trends and patterns from Information Systems Section, printed material and audio-visual assistance from the Crime Prevention Section, and supplemental up-date training are intended to further enhance the attainment of these goals.

SECTION VI  
OPERATIONAL GUIDELINES - CIVILIANS



A. OPERATIONAL GUIDELINES

1. Greeting the Public

When a visitor comes into the mini-station the volunteer on duty will greet the visitor, and ask if there is some way in which the Detroit Police Department may help them.

Every attempt should be made to take care of the visitor's problem. If the visitor has a request that the mini-station is not able to handle, give the visitor all the information you have to help in the solution of the problem, this includes referring the visitor to other city agencies for assistance. Referral information can be obtained from the city directory furnished to each mini-station.

Be as courteous as possible to all visitors, keeping in mind that visitors to police facilities are sometimes upset and are in need of assistance. A visitor should never be told, "We don't handle that kind of problem."

2. Telephone Procedure

When answering the mini-station telephone, please use the following format:

"13th PRECINCT MINI-STATION, MISS JONES SPEAKING, MAY I HELP YOU?"

Write down all messages given over the telephone to ensure accuracy. Message pads, C of D - 10ME, will be used to record any telephone message.

When the mini-station officers are on patrol, so advise the visitor or caller. If they require immediate police service, dial 4-1212 and identify yourself to the operator. Advise the operator that you need police response immediately to a specific address or to the mini-station, and inform the operator that your officers are out on patrol. The ESO will have the mini-station car, or if it is not available, another car dispatched depending upon the priority and nature of the run.

3. Telephone Crime Reporting Procedures

All civilian personnel working in mini-stations are to be trained and knowledgeable in the telephone crime reporting procedures. For complete instructions regarding these procedures, refer to Appendix B.

B. ACCURACY OF REPORTING

It is very important that you give an accurate account of all information received by telephone or by written communication. Be certain that any form you may be asked to complete is filled out accurately and completely. You will be instructed in the proper criteria for police services.

C. CONFIDENTIAL INFORMATION

Keeping in mind that you are representing the Detroit Police Department and serving other citizens as well as police officers, all information given to you of a confidential nature should be kept confidential. This is very important as many harmful rumors have been started simply because people placed in a position of trust have passed on incorrect information.

The following kinds of information are confidential:

1. Preliminary Complaint Record (PCR);
2. Entries logged in the blotter;
3. Complaints made by a citizen concerning illegal activities such as narcotics pads, illegal blind pigs, house of prostitution, etc.;
4. Information pertaining to an arrest or a major incident requiring police action.

The above list is not all inclusive but is meant as a guideline to keeping police information confidential. Inquiries from the news media will be referred to a sworn member of the department, preferably a supervisor.

SECTION VII  
RECORDS AND REPORTS

A. REPORTS

Mini-station officers are required to make all departmental reports on matters brought to or coming to their attention. In no instance will a citizen be directed to another section or unit to make a report of a police matter. All appropriate forms will be stocked at the mini-stations. Monthly recapitulation reports will be provided to the mini-station command staff.

B. LOG BOOKS - BLOTTER

Each mini-station will maintain a log or blotter in which shall be recorded all pertinent details of any incident or complaint coming to the officers' attention. Such blotters must be complete in recording times, names, addresses, nature of police matter referred to, disposition of same, and any other information deemed necessary. They will be inspected and initialed by visiting supervisors. (See Appendix A for sample blotter entry format.)

C. VISITORS LOG

Persons visiting mini-stations socially or to evidence concern who do not have a specific police matter to report will be asked to sign in. Thus, a better assessment will be possible of the actual police service being performed by the installation.

This distinction is required due to the emphasis being placed on visits in the evaluation process. As now recorded, those friendly visits when an installation is new are recorded in the log. As the newness wears off, these visits diminish. A cursory count gives the false impression of diminishing use by citizens of the area.

SECTION VIII

MISCELLANEOUS

A. CITIZEN COMPLAINTS

Citizens entering the mini-station to lodge a complaint of any nature shall be accommodated. If the complaint can be remedied by the mini-station staff, it should be acted upon and logged.

If the complaint is against a police officer of the type processed by the Professional Standards Section or command officers, a supervisor from the Mini-Station Section or the precinct shall be called to the mini-station to receive the complaint. Such action will be logged.

In no case shall a citizen be directed to the precinct or any other office to lodge his or her complaint.

B. TELEPHONE COMPLAINTS

Mini-station officers are empowered to accept minor crime reports by telephone from citizens residing or doing business in the area. After taking such reports, the complainants will be visited by mini-station personnel as soon as practicable. If on such follow-up visits the legitimacy of the complaint is questioned, such information should be noted in the Preliminary Complaint Record and be brought to the attention of the officer-in-charge of the precinct IOS for his follow-up and disposition.

Mini-station officers receiving such reports shall note on the report if the investigation is complete. If no further benefit would be had by IOS follow-up investigation, the case need not be assigned to the investigators. An example might be the case of a spare tire having been stolen at an unknown time and location and trace evidence is not available.

C. MEETINGS

1. Use of Station Facilities

Mini-Station Officers are encouraged to utilize station facilities for the conducting of community meetings including neighborhood, business and apartment watch, PTA, CB Patrol, etc., if space permits.

Provisions for the utilization of station facilities for other community type meetings which do not necessarily involve the mini-station officer or the Department (ex: business associations, block clubs, etc.) have been provided. For complete guidelines, procedures and restrictions, see Appendix C.

2. Precinct Monthly Community Relations Meetings

In order to maintain rapport between mini-station personnel, precinct personnel and the community at large, mini-station officers will attend monthly community relations meetings at the respective precincts when possible.

The following represents the general city-wide schedule for precinct monthly community relations meetings:

<u>PRECINCT</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
3rd	4th Tuesday	7:30 PM	Precinct Squad Rm.
4th	Not scheduled on a regular basis	(Have officers check pinchback)	
5th	2nd Monday	7:30 PM	Precinct basement
6th	4th Thursday	7:30 PM	Precinct
7th	4th Thursday	7:00 PM	Precinct basement
10th	2nd Thursday	7:30 PM	Precinct basement
11th	2nd Tuesday	7:30 PM	Precinct Squad Rm.
12th	1st Thursday	7:00 PM	12-Mini-4
13th	3rd Tuesday	7:30 PM	Precinct Squad Rm.
14th	2nd Tuesday	7:30 PM	Precinct Squad Rm.
15th	1st Wednesday	7:30 PM	Precinct
16th	Last Monday	7:30 PM	Precinct basement

It is strongly recommended that the day prior to the scheduled monthly meeting the officer contact the precinct to confirm the date.

3. Section Meetings

Section meetings are scheduled periodically by the commanding officer for purposes of discussing new procedures, updating crime prevention information, presentations of awards, etc. The usual location for these meetings will be the Detroit Metropolitan Police Academy.

4. Mini-Station Officers/Precinct Patrol Meetings

Past experience has shown that a lack of communication between mini-station officers and precinct patrol personnel have at times contributed to some operational problems. Therefore, regular meetings are to be held at the precinct between mini-station officers and the respective precinct patrol inspector, in an attempt to establish effective rapport in dealing with problems of mutual concern.

D. SECURITY

While ordinary precautions relative to mini-station security are appropriate, over-emphasis on this aspect of the operation is not desirable. Police personnel shall not be assigned to merely safeguard a site. No police service shall ever be refused nor deferred due to any concern for the security of a site.

Since PREP radios are a valuable police communication tool and its loss could cause security problems as well as communication interference, mini-station personnel will never leave PREP radios unattended in a mini-station.

Officers returning to an unattended mini-station shall visually inspect the facility for unauthorized intrusion. Should any material have been removed, they will immediately notify their immediate supervisors and enter same in their blotter, as well as making any appropriate departmental report.

S A M P L E

"BLOTTER ENTRIES"

MONDAY, 12-10-80 PLT. #2

ON-DUTY	P.O. JOHN WEST WORKING 9:00 AM - 5:00 PM - SGT. SMITH NOTIFIED
EQUIP.	(1) TYPEWRITER C of D #572237 Note: Only mention office furniture when missing or damaged. Last page of blotter used to list all equipment assigned.
INVENTORY	(1) SCANNER C of D #545677 (2) ENGRAVERS (9) BIKE LICENSES
CONDITION OF MINI	FLOOR NEEDS MOPPING or BROKEN WINDOW Note: Initial damage or when repaired.
9:00	CIVILIAN VOL. JAMES SMITH ON-DUTY
9:15	MR. ROBERT JONES, B/M/32, OF 17873 OMIRA IN MINI FOR BIKE LIC. #D-0525 ISSUED ON 26" SCHWINN, SER. #5072250, MEN'S 10-SPEED, BLUE \$1.00 COLLECTED.
9:25	SGT. ROBINSON (11-75) IN MINI-STATION.
9:50	MR. JOHN KOSS, W/M/27, OF 19265 STOTTER IN MINI, INQUIRED ABOUT GARBAGE COMPLAINT, REFERRED TO CALL D.P.W., PHONE # PROVIDED.
10:30	MR. RAY TAYLOR, W/M/27, OF 3725 NEVADA IN MINI FOR U.D.A.A. REPORT, TAKEN BY P.O. WEST.
11:15	P.O. WEST OUT OF MINI (CODE 9330)
11:30	CIVILIAN VOL. SMITH OFF DUTY.
11:35	CIVILIAN VOL. JAMES KEMP ON DUTY.
11:45	P.O. WEST IN MINI.
12:05 PM	P.O. WEST OUT OF MINI (RESIDENTIAL SECURITY SURVEY AT 13455 RYAN).
12:10	MS. BETTY FRANK, W/F/21, OF 3501 W. SEVEN MILE REPORT ON R.A. VOL. KEMP CALLED 4-1212, SCT 11-5 IN MINI, PCR MADE ON R.A.
12:40	MR. HAROLD ANDERSON, B/M/35, OF 5509 LUMPKIN, REPORT OF LOST WALLET CONT. (5.00 AND SUNDRIES), VOL. KEMP CALLED 4-1212 REQUESTED

S A M P L E

TELEPHONE CRIME REPORTING UNIT - MR. ANDERSON INFORMED SAME OF LOST WALLET.

1:15 CITIZEN CALLED, INQUIRED ABOUT BUS ROUTE, PROVIDED PHONE NO. TO D.P.R. REGARDING THE INQUIRY.  
2:00 P.O. WEST IN MINI.  
2:30 D.P.R. JOHN JACKSON IN MINI ON DUTY.  
3:15 MR. GUY DOMM, W/M/45, OF 6305 NORBERT, REPORT OF VEH. ACC. REPORT TAKEN BY P.O. WEST.  
4:00 SGT. KOHL (8999A) IN MINI STATION.  
4:20 P.O. WEST CALLED MINI STATION SECTION INFORMED P.O. MONTI THAT TYPEWRITER WAS BROKEN, ALSO INFORMED SECTOR SUPERVISOR.  
4:30 CIVILIAN VOLUNTEERS BEN BROWN & JACK BEARD ON DUTY.  
4:35 CIVILIAN VOLUNTEER KEMP OFF DUTY.  
5:00 P.O. WEST OFF DUTY, SGT. RUHANA NOTIFIED.  
6:00 MR. TOM FRANKS, W/M/17, OF 19256 ROBINWOOD, IN MINI FOR BIKE LICENSE #D-0526 ISS., ON 26" FUJI, SER. #1000521, MEN'S 5-SPEED, GOLD, \$1.00 COLLECTED.  
6:20 D.P.R. JOHN JACKSON OFF DUTY.  
7:00 CIVILIAN VOLUNTEER JACK BEARD OFF DUTY.  
7:30 CIVILIAN VOLUNTEER BEN BROWN OFF DUTY.

\*RECAP OF 12-10-80 (IF APPLICABLE, THE FOLLOWING DATA SHOULD BE NOTED).

_____ NO. OF VISITORS	_____ NO. OF VOLUNTEERS WORKED
_____ NO. OF REPORTS TAKEN	_____ NO. OF CITIZEN REFERRALS
_____ NO. BIKE LIC. ISSUED	_____ TOTAL VOL. HRS. WORKED
_____ NO. M.S.S. SUPV. INSP.	_____ NO. HRS. MINI-STA. OPEN
_____ NO. PREC. SUPV. INSP.	_____ NO. OF D.P.R.'S WORKED
	_____ TOTAL HRS. WORKED BY D.P.R.'

NOTE: THIS SPACE IS TO BE LEFT BLANK AND COMPLETED BY THE POLICE OFFICER ONLY ON HIS NEXT SCHEDULED WORK DAY.

S A M P L E

TUESDAY, 12-11-80 PLT. #2

11:00 AM CIVILIAN VOLUNTEER WILLIAM KEMP ON-DUTY  
EQUIP. (1) TYPEWRITER C of D #572237  
INVENTORY (1) SCANNER C of D #545677  
(2) ENGRAVERS  
(7) BIKE LICENSES  
ON-DUTY P.O. JOHN WEST WORKING 12:00 NOON - 8:00 PM, SGT. RUHANA NOTIFIED.

INTER-OFFICE MEMORANDUM

Date

November 4, 1980

To: Mini-Station Section Civilian Volunteers

APPENDIX B

Subject: POLICE REPORT PROCEDURES

GUIDELINES FOR DETERMINING IF THE  
REPORT WILL BE TAKEN BY PHONE

APPENDIX C

Effective immediately, all Mini-Station Section Civilian Volunteers will handle walk-in requests for police reports in the following manner:

1. First ascertain if the action being reported is one of the following:
  - a) A crime is "in progress"
  - b) An immediate arrest is likely
  - c) An injury has been incurred

If one of the above conditions does exist and the mini-station police officer is not available, the volunteer will dial 4-1212. He will explain to the operator that he is a mini-station civilian volunteer giving the necessary circumstances (robbery just occurred, etc.) and request a scout car. It is important that the volunteer emphasize that sworn personnel are not available.

2. If the actions being reported fall into one of the categories explained in Enclosure #1, the volunteer is to dial 4-1212. He will inform the operator who answers that he is a mini-station volunteer, explaining that he has a citizen who wishes to make a telephone report, and would the operator transfer the call to the Telephone Crime Reporting Unit (TCRU). The volunteer must notify the operator that there is no sworn police officer available to take the report. The volunteer can then give the phone to the citizen so that the report can be taken.

\*This procedure is not to be used by any sworn police officers to make reports.

Lawrence H. Holland  
Lieutenant  
Mini-Station Section

LHH:dm

Enclosure

The appropriate report shall be taken by phone only when the following conditions are present:

- A. The crime is not in progress and immediate arrest is unlikely.
- B. Suspects have left the scene.
- C. No apparent need for on-scene investigation because physical evidence is not present at the scene nor is it known by the caller where physical evidence may be obtained.
- D. Police or City property is not involved.
- E. If several hours have elapsed since the commission of the crime, the T.R.U. supervisor may make an exception if he determines the reporting unit can properly prepare a P.C.R. even though the offense is not one normally handled by T.R.U. personnel.

SPECIFIC GUIDELINES FOR DETERMINING IF THE  
REPORT WILL BE TAKEN BY PHONE

The following types of reports will be handled over the phone by the T.C.R.U. provided the criteria above for evaluating the calls are met, and:

3409 - Felonious Assault Reports

- a. The assault was not promptly reported and the complainant is not in need of medical attention; and
- b. The reporting delay will not hinder the apprehension of the suspect.

3469 - Assault and Battery Reports

- a. There is no injury or there is an injury but immediate medical attention is not required;
- b. It appears reasonable that no further assault is imminent; and
- c. The identity of the assailant is known to the victim.

3539 - B & E Auto Report

The value of the property taken is not over \$500.00

3549 - B & E Other Report

- a. The structure is a garage or other building not including dwellings and businesses; and
- b. The value of the property taken is not over \$500.00

3609 - Larceny Report

- a. It is not reported promptly after discovery;
- b. The report is being made only to meet insurance requirements; or
- c. The property taken is not readily identifiable and the possibility of apprehending the perpetrator by an immediate response is remote.

3719 - Tampering with Auto Report

- a. The reporting delay will not hinder the apprehension of the perpetrator (s); and
- b. If there is any damage, the report is being made only to meet insurance requirements.

3339 - Simple Extortion Report

- a. The reporting delay will not hinder the apprehension of the perpetrator (s); and
- b. The loss to the complainant is not over \$500.00

3809 - Malicious Destruction of Property Report

- a. The incident is Not promptly reported after discovery;
- b. The report is being made only to meet insurance requirements; or
- c. The value of the property is small and possibility of an immediate apprehension is remote, or if the perpetrator is known to the complainant.

3859 - Stolen Credit Card Report

The complainant can, within a reasonable time, notify the appropriate company or business of the loss.

3889 - Narcotics Report

- a. The reporting delay will not hinder the apprehension of the perpetrator(s); and
- b. The gathering of evidence will not be affected; and
- c. The report is "information" only.

3830 - Defrauding Innkeeper Report

The reporting delay will not hinder the apprehension of the perpetrator(s).

8470 - V.R.M.

- a. The returned missing is between the ages of 12 and 70; and
- b. They are not mentally impaired; and
- c. Their absence was of their own free will.

8700 - Unlisted

- a. Any "information" report where the gathering of evidence or the apprehension of a suspect will not be affected.
- b. Report of lost property if the value is less than \$500.00
- c. Report of obscene, harrassing, or threatening phone calls, except bomb threats.
- d. Report of window peeper if elapsed time since occurrence was at least 12 hours.

8730 - Rubbish/Litter

Specifically, "dumping on private or public property" where the perpetrator(s) has left the scene and some identifying information is available, i.e., license plate number, etc.



## INTER-OFFICE MEMORANDUM

Date

April 29, 1982

To: All Mini-Station Section Personnel

APPENDIX D

Subject: MINI-STATION USE BY CIVILIAN GROUPS OR ORGANIZATIONS

Effective immediately, Precinct Mini-Stations may be used by any police unit for meetings with the general public (Example: Precinct Community Relations Meetings, Crime Prevention Meetings, Neighborhood Watch, Block Security Chief Meetings, etc.) Any group or organization requesting use of the Mini-Station for meeting purposes must submit a request to the Chief of Police which shall include an agenda of the proposed meeting. This agenda must include the organization having the meeting, all planned activities, and the names and organizations of any guest speakers. No organizations will be allowed to use the Mini-Station who charge membership fees, have 50/50 type raffles, or deal with subjects not in the best interest of the Police Department or the local Mini-Stations. The local Mini-Station officer should be present at these approved meetings and stop the meeting if at any time they go beyond the above rules and regulations on the topics of the original agenda. These requirements are necessary so that our Precinct Mini-Stations do not become embroiled in any local or city wide controversy which might diminish their effectiveness for ALL of the members of that neighborhood.

LAWRENCE H. HOLLAND  
Lieutenant  
Mini-Station Section

LHH:c1

**END**