

approved 4/7/98) or an approved Special Schedule specifically adopted for the agency.

B. Paper records may be destroyed after the microfilming, provided the microfilm has been inspected and compared against the original for completeness and legibility.

C. This agency may digitally image its records. If the records have a retention period of less than 10 years, the original records may be destroyed after the images are inspected. However, if the records have a retention period of more than 10 years, a human-readable (paper or microfilm) version of the records must be retained in addition to the digital images.

D. Electronic records must remain accessible during their entire retention period. This may require the maintenance of the original hardware and software that was used to create the electronic records, or conversion of the electronic records to new technology on a periodic basis.

E. A "Certificate of Records Disposal," form MH-38, must be filed with the State Archives of Michigan prior to disposal of any records, whether expired or transferred to other storage media. A Certificate of Records Disposal must be filed each time records are scheduled to be destroyed. A copy of the Certificate of Records Disposal is attached to the approved retention schedule or can be obtained by visiting:

www.sos.state.mis/history/archive/local.html.

VII. EXCEPTIONS TO THE RETENTION SCHEDULE

A. Nothing prohibits the Department from retaining records for longer periods, unless specifically prohibited by statute or policy.

B. The Chief may retain any type of record for any additional length of time at the Chief's discretion.

Section 3.14 Reserve Program

I. DEFINITIONS

A. "Off-Duty" - The status of a Reserve Officer during the period he/she is free from scheduled duties.

B. "On-Duty" - - The status of a Reserve Officer during the period of scheduled duties.

C. "Police Officer" - An MCOLES certified Member of the Department.

D. "Reserve Officer" - An uncertified civilian, sworn as a Reserve Officer, whose function is to augment the police Officers of the Department in the performance of their duties. The lawful authority of a Reserve Officer is not in any way affected by payment or compensation by the

Department for hours worked. For simplicity, the term "Reserve Officer is used interchangeably throughout this order.

E. 'Uniform"- Clothing or equipment worn, used or issued, including badges and identification cards that are provided or required by the Department.

II. QUALIFICATIONS TO MEET MCOLES STANDARDS

A. Age: Minimum 18 Years of Age

B. Citizenship: United States

C. Education: ~~High school diploma or GED (other as required)~~ Associate's

D. Criminal History: No felony convictions.

E. Driver's License: Must possess a valid Michigan Operator's License.

F. Background: Consistent with MCOLES Pre-Employment Standards, a candidate must have good moral character as determined by a background investigation, including a criminal history check by fingerprints and evaluation of arrests, misdemeanor convictions and driving record.

G. Physical: Consistent with MCOLES Pre-Employment Standards, a candidate must be free from any impediment of the senses which may tend to impair the efficient performance of duties or which might endanger the lives of others, physically sound and in possession of all extremities.

III. PRE-APPOINTMENT PROCESS

A. At a minimum, a Reserve Officer shall be subject to the following pre-appointment requirements:

- Background investigation;
- Criminal and driving history check;
- Interview with the Chief.

B. Those candidates meeting the criteria of the Department will be placed in an eligibility pool that will remain active for a maximum of twenty-four months. All candidates shall be unranked and shall be equally eligible for consideration to fill a vacancy in the Reserve Officer Program. Selection will be based on overall qualifications with the goal of appointing the most qualified candidate.

IV. APPOINTMENT

A. Candidates chosen for appointment to the Reserve Officer Program shall serve 8 hours monthly. The Reserve Officer must meet the proficiency objectives outlined by the Department. After the orientation period, Reserve Officers are required to maintain their proficiency in the defined areas.

B. Reserve Officers must meet all Departmental requirements to maintain their appointment in the Reserve Officer Program.

C. Reserve Officers will be provided a Policy and Procedural manual by either one of the Reserve Sgt's., or the Reserve Coordinator.

V. AUTHORITY OF A RESERVE OFFICER

Reserve Officers have no police authority and may only take enforcement action when they are working in conjunction with, and are under the direct on-site supervision of, a police Officer of this Department.

VI. PRE-ASSIGNMENT PROCESS

A. Prior to an assignment with a Police Officer, Reserve Officers must successfully show proficiency in the following training:

- Vehicle Operations (if applicable);
 - Weapons Training (if applicable);
 - Area Knowledge;
 - Radio Use;
 - First Aid/CPR;
 - Employee Right to Know;
 - Department Policy and Procedure; and,
 - Other criteria as may arise.
-
- Fundamentals of Criminal Law;
 - Implementation of Departmental Policy and Procedures; and,
 - Relationships with the Public and Employees.

The Patrol Officers assigned to oversee the Reserve Officer Program shall display in the Patrol Officers' room a sheet that will allow the Reserves to sign up for shift. A Reserve Officer time sheet shall be completed and turned in at the end of the shift that they worked! The Reserve Coordinator or one of the Sgts., shall also assist in notifying the Reserves of upcoming training that the Department is having that they will need to attend. Time sheets for the total amount of hours that the Reserve Officers work will be provided to the Chief of Police at the end of each month.

C. Reserve Officers must meet established guidelines for proficiency in each area. Remedial training may be provided on an "as needed" basis.

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VII. SPECIFIC RULES, DUTIES, AND RESPONSIBILITIES

In addition to conformance with Department policies, procedures and regulations, a Reserve Officer shall adhere to the following additional rules:

A. As a condition of appointment, a Reserve Officer shall successfully complete the minimum standards established by the Department. This is accomplished by successfully meeting the established performance and training objectives.

B. A Reserve Officer, as a condition of appointment, will remain familiar with all of the policies, procedures, rules, orders and directives of the Department.

C. Reserve Officers shall report for duty as assigned by the Department.

D. Reserve Officers shall perform a minimum of 8 hours a month of scheduled on-duty time. Exceptions may only be granted by the Chief or his/her designee.

E. Reserve Officers shall treat all business of the Department as confidential.

F. Reserve Officers are not authorized to disseminate information maintained, developed, or controlled by the Department to any person not employed with the Department.

G. Unless trained and authorized, Reserve Officers are not authorized to access the Law Enforcement Information Network (LEIN) or the Department's computerized records system.

H. Reserve Officers shall appear at hearings or trials as required by the Department. Notice of the need to appear is the responsibility of the Department. Only the Chief or his/her designee may excuse a Reserve Officer from this requirement.

I. Reserve Officers shall obtain a Concealed Pistol License.

J. Reserve Officers may only carry weapons under the authority of this Department when assigned on-duty and when working in conjunction with a police Officer of this Department. Exceptions may only be authorized by the Chief or his/her designee.

K. Issued firearms shall be unloaded and stored in the designated location at the Department when Reserve Officers are not on duty. Exceptions may only be authorized by the Chief or his/her designee.

L. When not in use, Departmental property shall be stored only at the Department or in a secure location inside the Reserve Officer's residence. Only the Chief or his/her designee may grant exceptions.

M. Reserve Officers are authorized only under the direction of the on-duty Patrol Officer, only within a limited scope, to operate Department vehicles. New Reserve Officers are not

to drive the patrol units alone for at least the first five (5) years. The only time that this would be excusable is if the Certified Officer is on station working on reports and a food run needs to be done. Then the Reserve is to go straight there and back.

N. Reserve Officers shall not represent themselves as police Officers while off-duty.

O. Reserve Officers shall not display the Departmental identification card or badge while off-duty.

P. Reserve Officers are not authorized to purchase Departmental uniforms, badges, identification, or equipment (to include b.p. vests). Authorization may be granted, in writing, by only the Chief. The Reserve Sargent or Coordinator may have authority to order such items.

Q. A Reserve Officer's on- or off-duty conduct shall not reflect poorly on the Reserve Officer Program or the Department. Reserve Officers will be held to the standards of conduct as outlined in applicable sections of the Department's Rules Manual.

VIII. IN-SERVICE TRAINING REQUIREMENTS

Reserve Officers shall receive training at the same level as full time Officers and shall include, but not be limited to, the following areas:

- Weapons Training (if applicable),
- Defensive Tactics,
- Use of Force,
- First Aid/CPR,
- Hazardous Materials,
- Blood borne Pathogens, and

IX. DISCIPLINE AND REMOVAL

Reserve Officers are at-will appointees and may be terminated without cause by the Chief or designee.

Section 3.15 Reciprocal Aid Agreement, Response Protocol

I. POLICY

Such assistance will be provided and requested in accordance with the provisions of this order.

II. DEFINITIONS

A. "Agency "shall mean a governmental unit's or community's law enforcement agency.