

City of Hartford Reserve / Auxiliary Officer Program

I. Purpose –

To establish qualifications, appointment process, training requirements and rules for the operation of the Reserve/Auxiliary Police Officer Program.

The Hartford Police Department Reserve/Auxiliary Officer program has been established to assist the department as needed to afford the community additional service and protection.

II. Definitions –

- a. *Licensed Police Officer*: a law enforcement officer who has been approved and licensed by the Michigan Commission on Law Enforcement Standards (MCOLES). The officer must comply with MCOLES minimum selection standards, including satisfactory completion of a basic police academy or recognition of prior training and experience, and must be employed by a law enforcement agency as a law enforcement officer.
- b. *Reserve/Auxiliary Officer*: an individual authorized on a voluntary or irregular basis by a duly authorized police agency or political subdivision of Michigan to act as a law enforcement officer, who is responsible for the preservation of the peace, the prevention and detection of crime, and the enforcement of the general criminal laws of the state. Reserve/auxiliary officers are NOT licensed police officers by MCOLES standards. For simplicity, the term “reserve officer” is used throughout this policy to represent both reserve and auxiliary officers.
- c. *Off-Duty Reserve/Auxiliary*: the status of reserve officers during the period they are free from scheduled duties.
- d. *On-Duty Reserve/Auxiliary*: the status of reserve officers during the period of scheduled duties.
- e. *Uniform*: clothing, equipment, badges, and identification cards which are issued and authorized by the department.

III. Authorization –

The City of Hartford Police Department Reserve/Auxiliary Officer program has been established and authorized by resolution of the City of Hartford Council.

IV. Police Authority

- a. Reserve officers have police authority only when they are working in conjunction with and are under the direct supervision of a licensed police officer of this department.
- b. Reserve officers may not work by themselves.

V. Qualifications

- a. Reserve officer qualifications shall replicate MCOLES standards for licensed police officers.
 - i. *Age*: Minimum 21 Years of Age;

- ii. *Citizenship*: United States;
- iii. *Education*: High school diploma or GED;
- iv. *Criminal History*: No felony convictions or enumerated misdemeanor convictions per MCOLES standards;
- v. *Driver's License*: Must possess a valid Michigan Operator's License;
- vi. *Background*: Consistent with MCOLES Licensing 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 and expunged convictions, all previous law violations, personal protection orders, traffic and civil infractions, and ordinance and code violations;
- vii. *Physical*: Consistent with MCOLES Licensing Standards, a candidate must be free from any physical defects or chronic diseases which may impair the performance of a law enforcement officer, or which may endanger the lives of others or the law enforcement officer;
- viii. *Psychological*: Consistent with MCOLES Licensing Standards, a candidate must be free from mental or emotional instabilities which may impair the performance of essential job functions of a law enforcement officer or which might endanger the lives of others or the law enforcement officer.

VI. Pre-Appointment Process

- a. Interested people may apply to become a Reserve Officer by submitting an application to the Police Chief.
- b. At a minimum, the reserve officer selection process shall include the following requirements:
 - i. Drug screening;
 - ii. Background investigation;
 - iii. Criminal and driving history check;
 - iv. Interview with Police Chief.
- c. Selected candidates shall complete a reserve officer basic training program which shall include, at a minimum, the following fields of study:
 - i. Criminal law and procedures;
 - ii. Patrol procedures;
 - iii. Firearms training;
 - iv. Use of lethal and non-lethal force;
 - v. Defensive tactics;
 - vi. Vehicle operations;
 - vii. Traffic enforcement and control;
 - viii. Arrest procedures and prisoner handling;
 - ix. Search and seizure;
 - x. Response to persons with mental disorders;
 - xi. Officer safety;
 - xii. Conflict mediation;
 - xiii. First aid and CPR;
 - xiv. Bloodborne pathogens;

- xv. Employee Right to Know Act;
 - xvi. Sexual harassment;
 - xvii. Biased influenced policing;
 - xviii. Ethics.
- d. Qualified candidates may remain on an eligibility list for up to one year.

VII. Appointment

- a. Upon successful completion of basic training, candidates may be appointed as reserve officers.
- b. Reserve officers beginning a new appointment shall complete a field training program that includes, at a minimum, the following fields of study:
 - i. Orientation skills and jurisdictional geography;
 - ii. Written and verbal communications;
 - iii. Field operations;
 - iv. Use of telecommunications;
 - v. Fundamentals of criminal law;
 - vi. Implementation of department policy and procedures;
 - vii. Relationships with the public and employees.
- c. Reserve officers beginning a new appointment shall complete a designated probationary period during which they undergo regular evaluations. The probationary period is one (1) year, which may be abbreviated by written approval of the Police Chief.
- d. Remedial training may be provided if the reserve officer is not meeting proficiency standards.
- e. Reserve officers who fail to meet proficiency objectives or other department standards during field training or their probationary period shall be terminated from the program.
- f. Exceptions or modifications of the training process shall be made only at the discretion of the Police Chief or designee.
- g. The department shall offer reserve officers the option to receive a hepatitis vaccination. This offer and the officer's election shall be documented.

VIII. Ongoing Standards and Training Requirements

- a. All reserve officers must continue to meet department requirements to maintain their appointment. Reserve officers who fail to meet standards shall be terminated from the program.
- b. On an ongoing basis, reserve officers shall receive the same standard of training as the department's licensed police officers on:
 - i. Use of firearms;
 - ii. Use of lethal and no-lethal force;
 - iii. Defensive tactics;
 - iv. Arrest procedures and prisoner handling;
 - v. Search and seizure;
 - vi. Criminal law and procedures updates;
 - vii. Traffic control;
 - viii. Biased based policing;

- ix. Sexual harassment;
 - x. Response to persons with mental disorders;
 - xi. Other training as applicable.
- c. Training provided by the Police Department will be monitored and documented by the Lieutenant and/or department training officer.

IX. Specific Rules, Duties, and Responsibilities

In addition to complying with department policies, procedures and regulations, reserve officers shall adhere to the following rules:

- a. All officers: full-time, part-time, and reserve officers are the responsibility of the Police Chief. The Police Chief will designate a Reserve Coordinator. When working as a reserve officer, the chain of command must be established and adhered to. In the event of any situation, a Reserve Officer shall first notify the patrol officer on-duty overseeing the reservist's duties. Beyond duty related concerns, the Reserve Program's Chain of Command is as follows:
 - i. Reserve Corporal and/or Sergeant
 - ii. Reserve Coordinator
 - iii. Department Lieutenant
 - iv. Police Chief
- b. Reserve officers shall report to duty as assigned by the department.
- c. The Reserve Coordinator assigned to oversee the Reserve Officer Program shall display a sheet that will allow the Reserves to sign up for shifts on the bulletin board in the locker room.
- d. A Reserve Officer time sheet shall be completed and turned in at the end of the shift worked. Monthly, the Patrol Officer assigned to oversee the Reserve Officer Program shall provide the Police Chief, time sheets and the total number of hours the Reserve Officers work.
- e. Reserve officers shall perform a minimum number of scheduled on-duty hours per month as determined by the Police Chief or designee. As of 10/14/2023, the requirement is 8 hours per month.
 - i. Reserve Officers are required to volunteer for shifts to assist in coverage for:
 - 1. The City's Strawberry Festival
 - 2. The City's Christmas Parade
 - 3. Concerts in the park
 - 4. Halloween activities
 - 5. High school football games
 - 6. Parades
 - 7. Easter Egg Hunt
 - 8. Various other community events and private events as requested
 - ii. If Reserve Officers are unable to complete any duty assignments, they must notify the Reserve Corporal or Sergeant immediately, at least 3-days prior to the scheduled event.
- f. Reserve officers shall treat all business of the department as confidential.

- g. Reserve officers shall not disseminate information maintained, developed or controlled by the department to any person not employed by the department.
- h. Unless trained and authorized, reserve officers are not permitted to access the Law Enforcement Information Network (LEIN) or the department's computerized records system.
- i. Reserve officers shall appear at hearings or trials as required by the department or subpoena.
- j. Reserve officers shall obtain a Concealed Pistol License.
- k. Reserve officers may only carry weapons under the authority of this department when their status is On-Duty Reserve/Auxiliary and when working in conjunction with a police officer of this department. Exceptions may only be authorized by the Police Chief or designee. Weapons carried by Reserve Officers must be approved by the Police Chief prior to being carried on duty and must be in 40 caliber or 9mm caliber.
- l. Reserve officers whose status is Off-Duty Reserve/Auxiliary shall store any department-issued equipment, badge and identification card, in an assigned secure location at the department. Other assigned department property may be stored in a secure location inside the reserve officer's residence. Exceptions may only be authorized by the Police Chief.
- m. The department will provide each Reserve Officer with a uniform consisting of short/long sleeve shirt, polo shirt, pants, badge/identification, and pepper spray. Winter coats may be available at the department and can be used as needed but must remain at the department when not being used.
- n. Equipment provided and maintained by the Reserve Officer includes a duty belt, firearm, handcuffs, radio holder, magazine pouch, pepper spray holder, and rubber glove pouch.
- o. When working as a Reserve Officer the following uniform must be worn, following Hartford Police Department Policy:
 - i. Summer Uniform – Consists of a short sleeve shirt or polo shirt and navy-blue pants, as well as duty gear. A department baseball cap is authorized as desired.
 - ii. Winter Uniform – Consists of a long sleeve shirt or department sweater. The long sleeve shirt is to be worn with a turtleneck or a tie.
- p. Reserve officers are authorized to operate department vehicles only under normal driving conditions and only after successfully completing Vehicle Operations training and obtaining approval of the Police Chief or designee. Reserve officers shall not operate a department vehicle during emergency driving or a pursuit.
- q. Reserve officers shall not represent themselves as police officers while their status is Off-Duty Reserve/Auxiliary.
- r. Reserve officers shall not display the departmental identification card or badge while their status is Off-Duty Reserve/Auxiliary.
- s. Reserve officers are not authorized to purchase departmental uniforms, badges, identification, or equipment. Authorization may be granted, in writing, by only the Police Chief or designee.
- t. A reserve officer's conduct, either on-duty or off-duty, shall not reflect poorly on the department. Questionable conduct will be investigated and addressed as directed by the Police Chief.

X. Record Keeping

- a. A personnel file shall be maintained for each reserve officer.
- b. A medical file shall be maintained for each reserve officer.
- c. Retention of files shall be in accordance with either the Records Retention policy or the State of Michigan General Schedule #11 – Local Law Enforcement.

XI. Discipline and Removal

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

XII. Compliance

Violations of this policy, or portions thereof, may result in disciplinary action.

Policy History:

Amended November 27, 2023