

Hazel Park Police Reserve Unit General Information to Applicants

(Attachment to application. Applicant to sign and return the last page with the application.)

Thank you for your interest in the Hazel Park Police Reserve Unit. Before completing your application, please take the time to completely read and understand this information package to make sure membership in the Unit is appropriate for your personal situation.

Please note that the application and training process is a lengthy one and involves a significant expense to both the applicant and the City of Hazel Park. This is necessary to ensure that only the most committed and capable applicants become members. As a member, the public and your fellow Reserve and career officers will depend on you to react and perform as a trained professional when in stressful and potentially dangerous situations.

However, the rewards of membership in the unit are also significant. The training and experience will provide you with life-long skills and personal discipline, and for some it can provide a competitive advantage in working towards a career in law enforcement. Members are also rewarded with the ability to perform a well-needed public service and the camaraderie offered within the law enforcement community.

History of the Hazel Park Police Reserve Unit

The Unit was started in the 1960s as a civil defense organization intended to support the community in case of war or disaster. In the 1970s, it was converted to a true extension of the police department and remains the same today.

Many other cities in Southeastern Michigan have modeled their auxiliary and reserve programs after this Unit. The police department continues to receive inquiries, some from across the country as others tap the resources of their citizens. Alumni of the Unit can also be found throughout the country in a variety of city, state and federal law enforcement agencies, including the Hazel Park Police Department.

The Unit benefits greatly from an excellent rapport with the Mayor, City Council, City Manager, Chief of Police and the career officers, and strives to maintain this relationship. The unit typically consists of up to 20 men and women from all walks of life. While the length of membership currently averages about ten years, some members have served with the Unit for 30 years or more.

Why Volunteer?

The current members volunteer their time and effort for a variety of reasons. They include the desire to better their community, obtain experience for a full-time law enforcement career, or just a desire to be a part of the law enforcement process. Although the reasons may vary, the end result is a safer and more desirable community.

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Qualifications and Special Requirements

Members must be at least 21 years of age at the time of the application. (Members within three months of this requirement may be considered on a case-by-case basis.) They must have no criminal history, possess a valid driver's license, and have an acceptable driving record. Members must also have earned a high school diploma. No post-high school courses are required.

Members must also be physically capable of performing police work and must obtain a written statement from his/her personal physician attesting to this. Any expenses related to this requirement are the responsibility of the applicant.

Since almost all training and duties occur in the evening hours, individuals must be available during that time, or be able to make the needed arrangements to be available.

Membership is not restricted to Hazel Park residents and no distance requirements apply. However, members must be available to participate in events and duties as scheduled.

Members are responsible for obtaining and maintaining a valid concealed pistol license (CPL) at all times and continue to meet the criteria for the permit.

Members are also required to continuously maintain a telephone and provide the current number to the Unit. Members must also maintain an active e-mail address as much of the correspondence is sent via e-mail.

What Functions Does the Unit Perform?

The Unit provides several valued services to the City of Hazel Park. These services are intended to supplement and augment the services of the regular police officers, not replace them. All duties are performed in uniform and while armed. The services include:

- Support for community events such as the Memorial Day Parade, Memorial Weekend Festival and other community events that may need the Unit's assistance.
- Support for Hazel Park High School events including football, basketball and other events.
- Road patrol in a marked police vehicle or with a regular officer. Road patrol may be worked at any time.
- Emergencies and disasters.
- Regional events in conjunction with other auxiliary and reserve units.

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Completing Your Application

The application must be completed in its entirety, must be legible and either typewritten or printed. It must be signed and delivered to the police station either in person or by mail. Please note that your signature gives permission for a complete background investigation.

Applicants will not receive confirmation of their application. While applications are accepted year-round, classes are formed only once or twice a year, usually in the fall and winter, depending on the need for new members. Therefore, depending on the time of year when you turn in your application, a response may not be received for several months. However, you may at any time contact us via email at HazelParkAux@gmail.com to inquire whether your application was received and ask any questions.

Should there be significant changes in the information in your application before you are contacted, such as a change in your telephone number or addresses, or updated reference information, either a new application or a letter stating the new information should be submitted.

Application Review Process

Your application will be extensively reviewed at the time you are considered for membership. Falsification of any information will result in an immediate rejection. This review may include:

- A criminal history check and check of local police contact files
- A check of your driving record
- Contact with the references you provide
- Verifying any information provided on your application including military, education and job experience
- An oral board interview at the police station

If applicable, please note that alternative sentencing under the Holmes Youthful Training Act is not an automatic disqualifier. However, be aware that it will still appear in the criminal history check performed by the police department. As such it must still be disclosed in your application.

After the oral board phase, all information will be considered, and a decision made regarding your acceptance into the Unit.

If your application is accepted, you will be notified when your training will begin. Acceptance is on a probationary basis pending successful completion of the Reserve academy and demonstrated ability as a Reserve officer.

If your application is declined, there is no appeal, and the decision is final. You will be notified by mail or email of any denial.

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Applicants who may not meet the criteria for membership in the Unit are encouraged to contact the City of Hazel Park Mobile Communications Support Unit (MCSU). The MCSU also provides a valuable service to the community by functioning as the eyes and ears of the police department using their personal vehicles. While their services are equally valued and supported by the city, membership and training requirements are not as stringent. Interested individuals should contact the MCSU through the Hazel Park Police Department at 248-542-6161.

Equipment and Uniforms

Applicants are cautioned not to purchase any equipment until directed by the Unit.

The Unit provides members with the following items at no cost. These items remain the property of the City and must be returned upon leaving the Unit or when directed.

- Uniforms including long and short-sleeve shirts, pants, winter coat, hats and raincoat
- Personal protection ballistic vest (required whenever on duty)
- Ammunition
- Badges and identification card
- Chemical spray

Members provide the following at his/her own expense. Estimated out-of-pocket expenses range from \$800 to \$1000 depending on the quality of the items purchased. Specific requirements apply for each of these items that may change without notice prior to your acceptance into the Unit.

- Glock model 17, 9mm pistol. Note that there may be a law enforcement discount available.
- Sam Brown black basketweave belt, level 2 holster and accessories
- Flashlight and orange traffic cone
- Handcuffs
- Footwear
- Gloves

Members are responsible for maintaining the items and cleaning them as needed. The Unit will replace any damaged items.

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Training and Certification

All Reserve officers must be certified through the successful completion of Oakland Community College Basic Reserve Officer Training course. This course currently meets in Auburn Hills on Thursday evenings and Saturdays for a total of 120 hours over the course of fourteen weeks.

Training includes:

- Duties and Responsibilities
- Public relations
- Criminal Law and Civil Liability
- Vehicle Stops
- Mechanics of Arrest
- Patrol Techniques
- Police Communications
- Firearms training
- Note taking and Report writing
- OWI Enforcement
- Traffic Direction and Control
- First Aid Techniques
- Narcotics and Dangerous Drugs
- Firearms Training
- Defensive Tactics

Current tuition for this training costs approximately \$1200 including all handout materials and ammunition. This expense is paid by the City of Hazel Park. Transportation and other incidental expenses are the responsibility of the applicant.

Applicants must also provide a medical certification from his/her private physician prior to starting the academy, at the applicant's expense.

Applicants with a similar certification from another institution should submit a copy of the certification and a description of the course with the application. Training waivers for equivalent certification are at the sole discretion of the Chief of Police.

After certification is obtained, ongoing training is provided by the Unit on the third Thursday of every month from 7:00 p.m. to 9:30 p.m. Firearm qualification is held every fourth meeting. All members are expected to attend on a regular basis.

Terms of Membership in the Unit

All members serve at the pleasure of the Hazel Park Chief of Police. Members are free to resign at any time, and a member may be discharged from the Unit without cause or notice.

Members must continue to meet the requirements of the Unit including maintaining a CCW, firearm proficiency and physical agility.

Members are subject to all policies and procedures of the department, including any changes or new policies and procedures.

During a member's tenure with the unit, a member file is maintained in a similar manner as regular employee file. These files maintain materials such as background, training, medical, disciplinary, work history, etc. The files are maintained by Police Administration and are the property of the Hazel Park Police Department.

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Acknowledgement and Acceptance

The following page must be signed by the applicant and included with the application or provided at the time of the oral interview.

Questions

Questions regarding the Unit, the application process or the status of your application should be in writing, directed to:

Reserve Captain
Hazel Park Police Department
111 E. Nine Mile Road
Hazel Park, MI 48030

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Acknowledgement and Acceptance
(Submit this page with the application.)

I acknowledge receipt of the **Hazel Park Police Reserve Unit General Information to Applicants** dated July 27, 2023. I agree that I will read and understand the document before proceeding with my application for membership. I will contact the Unit for additional information if I have any questions or if I do not understand the terms.

Terms and conditions of membership in the Unit are included but not limited to the previous pages of this document. Key terms are also indicated below.

1. Membership is on a voluntary basis. At no time are members considered employees or agents of the City or the police department. The Chief of Police may terminate your membership at any time with or without cause.
2. Members must successfully complete the training requirements, including the Basic Police Reserve Officer Training course, at the City's expense. Members agree to be subject to the rules and regulations of the academy during the training period.
3. Members must purchase the required firearm and equipment at the member's expense. Uniform clothing will be provided by the City.
4. Members must continuously maintain a valid concealed pistol license (CPL) as issued by the State of Michigan, at the member's expense.
5. Members must continuously maintain a driver's license and a driving and criminal record satisfactory to the Chief of Police.
6. Members agree to continuously maintain a telephone and e-mail at the member's expense.
7. Applicants must obtain a medical clearance from a physician at the applicant's expense. Members must maintain the physical capability to perform police work. Members may be required to obtain an updated medical clearance indicating fitness for duty if circumstances require it and when directed by the Chief of Police or his/her designee.
8. Members agree to conduct themselves in a professional manner whether on or off duty, and not bring discredit on the Unit or the City. Members will not use Unit badges or insignia to identify themselves when unrelated to the normal course of membership in the Unit. Members will maintain the confidentiality of the department and not use social media in any manner related to the department or the activities of the department and the members of the unit.
9. Members must participate in Unit functions on a regular basis as scheduled and in a satisfactory manner.
10. Terms and conditions of membership and rules and regulations may change at any time at the discretion of the Chief of Police and become equally binding on members as those stated within this document.
11. Members will promptly advise the Unit of any material changes in their status including physical capability and criminal or civil law enforcement actions beyond minor traffic violations.

Acknowledged and accepted by:

Applicant name (printed)

Applicant signature

Date



AUTHORIZATION FOR RELEASE OF INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>Sex</i>	<i>Race</i>	<i>Date of Birth</i>	<i>Month</i>	<i>Day</i>	<i>Year</i>
<i>Social Security Number</i>	<i>Mich Drivers License Number</i>	<i>Place of Birth</i>	<i>City</i>	<i>County</i>	<i>State</i>	<i>Country</i>		

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Hazel Park Police Department, whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions and the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, training records, complaints and/or grievances filed by/or against me; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by/or against me, wheresoever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the City of Hazel Park Police Department to consider in determining my suitability for a volunteer position by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for a volunteer position by the City of Hazel Park Police Department. I understand that all materials pertaining to this background investigation become the property of the City of Hazel Park Police Department, and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Subscribed and sworn before me this _____ Day of _____, _____ My commission expires _____ NOTARY: _____	<i>Signature</i>
	<i>Street Address</i>
	<i>City/State/Zip</i>

Hazel Park Police Reserve Unit

Application for Membership

Instructions to Applicant

- This application must be completed in its entirety in order to be considered for membership in the Hazel Park Police Reserve Unit. Failure to complete any section may delay or prevent processing and prohibit your acceptance into the unit.
- Please print. Illegible or unintelligible responses will be treated as no response.
- If a box doesn't apply, indicate "N/A".
- Answer all questions truthfully and without omissions. Failure to do so may result in a rejection of your application or dismissal from the unit at any time in the future when the inaccurate statement(s) are discovered.
- Be sure to sign and date the application before submission. Failure to do so will prevent the processing of your application.
- Upon completion, return to application to the Hazel Park Police Reserve Captain, Hazel Park Police Department, 111 E. Nine Mile Road, Hazel Park, MI 48030. You may return the application in person or by mail.

Personal Information

Name (First Middle Last)			Today's Date / /			Other names used at any time			
Sex <input type="checkbox"/> M <input type="checkbox"/> F	Age	Date of Birth / /		Place of birth			Citizenship		
Driver's license number 			Driver's license expiration / /		CPL expiration (if held) / /		Social Security number 		
Height	Eye Color	Weight	Hair color	Marital status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)					
Current residence (street address, city, state, zip)				How long? (years)		Telephone		Residence <input type="checkbox"/> Own <input type="checkbox"/> Rent	
Previous residence (street address, city, state, zip)				How long? (years)		Email address			
Next previous residence (street address, city, state, zip)				How long? (years)					
Military Service ? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, attach a copy of your DD214 Discharge Papers and answer related questions			Branch		Dates of service to		
			Type of discharge		Military reserve member ? <input type="checkbox"/> Yes <input type="checkbox"/> No		Military reserve status ? <input type="checkbox"/> Active <input type="checkbox"/> Inactive		

Immediate family residing with you (use additional sheet if necessary)

Name (First Middle Last)		Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship (father, sister, spouse, etc.)	
Name (First Middle Last)		Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship (father, sister, spouse, etc.)	
Name (First Middle Last)		Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship (father, sister, spouse, etc.)	
Name (First Middle Last)		Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship (father, sister, spouse, etc.)	
Name (First Middle Last)		Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship (father, sister, spouse, etc.)	
Name (First Middle Last)		Date of Birth / /		Sex <input type="checkbox"/> M <input type="checkbox"/> F	Relationship (father, sister, spouse, etc.)	

Work History

Current or most recent employer's name, city, state, zip		Telephone
Position title and duties	Dates employed From _____ To _____	Supervisor's name
Reason for leaving (if applicable)	Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
Next most recent employer's name, city, state, zip		Telephone
Position title and duties	Dates employed From _____ To _____	Supervisor's name
Reason for leaving (if applicable)	Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time	
Next most recent employer's name, city, state, zip		Telephone
Position title and duties	Dates employed From _____ To _____	Supervisor's name
Reason for leaving (if applicable)	Status <input type="checkbox"/> Full time <input type="checkbox"/> Part time	

Education

	Name and location of school	Course of study	Attended from to	Did you graduate?	Degree, if any
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade School or other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Character References

List five people who know you well in a personal or business capacity (not relatives).

	Full name	Street address, city, state, zip	Telephone	Age	Occupation	Known how long?
1.						
2.						
3.						
4.						
5.						

Reasons for Joining

Describe in your own words why you want to join the Hazel Park Police Reserve Unit.

Driving Record

List all tickets you have received in the last seven (7) years (except parking). Use an extra sheet if needed.

Type of infraction	Approximate date	Police agency issuing ticket
Type of infraction	Approximate date	Police agency issuing ticket
Type of infraction	Approximate date	Police agency issuing ticket
Are you subject to any driving restrictions? If yes, indicate type of restriction here. <input type="checkbox"/> Yes <input type="checkbox"/> No		Indicate total number of points on your driving record

Misdemeanor and Felony Record

List all charges and convictions you have received. Use an extra sheet if needed.

Type and description of charge or conviction	Approximate date	Police agency involved
Type and description of charge or conviction	Approximate date	Police agency involved
Type and description of charge or conviction	Approximate date	Police agency involved

Other Disclosures

Are you willing to take a medical exam at your own expense to determine your fitness for duty? <input type="checkbox"/> Yes <input type="checkbox"/> No	List any physical restrictions that might prevent you from performing police work.
Are you currently available evenings and weekends and expect to continue to be available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you agree to maintain a telephone and email at your expense <input type="checkbox"/> Yes <input type="checkbox"/> No	List any relatives, friends and acquaintances who are currently in the unit, are employees of the City or Hazel Park or are law enforcement officers.
Do you have a reliable means of transportation at your disposal? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Information Release and Acknowledgements

- I hereby authorize without restriction an investigation of all statements contained herein. This authorization includes but is not limited to my driving record, criminal history, any electronic databases, past and present employment records including disciplinary action, military records and information received from my references.
- I hereby release all parties from any obligation to provide me with any notifications, verbal, written or otherwise, of any disclosures..
- I understand that relevant omissions or false information can at any time be grounds for dismissal from the unit.
- I agree to keep confidential any information that I learn from the reserve unit and the police department.
- I agree to be bound by the rules and regulations set forth by the unit.
- I understand that final acceptance is conditional upon my providing, at my expense, a medical doctor's unconditional statement attesting to my fitness for duty.
- I understand that I must serve a one-year probationary period during which I may be dismissed from the unit without cause, and I may also be dismissed at any time by the Chief of Police without cause.

Printed name	Signature	Date signed	Thank you for your interest in the Hazel Park Police Reserve Unit. Your application will be carefully reviewed and you will be contacted when your application progresses.