

Hazel Park Police Auxiliary Unit General Information To Applicants

(Attachment to application. Applicant to retain.)

Thank you for your interest in the Hazel Park Police Auxiliary 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. This is necessary to ensure that only the most committed and capable applicants become members. As a member, the public and your fellow auxiliary 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 Auxiliary 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 up to 30 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 25 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.

Qualifications and Special Requirements

Members must have attained 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

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criminal history, possess a valid driver's license and have an acceptable driving record. Members must have earned a high school diploma.

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 working afternoon shifts are not usually able to function as members of the Unit.

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 weapons permit at all times and continue to meet the criteria for the permit

Members are also required to continuously maintain a telephone at his/her residence and provide the current number to the Unit. Members must maintain an active e-mail address as most correspondence is sent via e-mail.

What Functions Does the Unit Perform?

The Unit provides a number of 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, St. Mary Magdalene Parish 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 either in the Unit's marked vehicle or with a regular officer. Shifts are scheduled on Fridays and Saturdays from 7:00 P.M. to 11:00 P.M. and 11:00 P.M. to 3:00 A.M. Officers may also work other evenings during the week through special arrangements.
- Emergencies and disasters.
- Regional events in conjunction with other auxiliary and reserve units.

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 a 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,

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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 a number of months.

Should there be significant changes in the information in your application, 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

After the oral board phase, all of this 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 auxiliary academy and demonstrated ability as an auxiliary officer.

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

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

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.

- Hat and rain cover
- Rain coat
- Ammunition
- Badges
- Baseball-style cap
- Chemical spray
- Identification card

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

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Members provide the following at his/her own expense. Estimated out-of-pocket expenses range from \$700 to \$1200 depending on the quality of the items purchased. Some second hand items can be purchased to minimize the expense. Applicants are cautioned not to purchase any equipment until directed by the Unit. Specific requirements apply for each of these items that may change without notice prior to your acceptance into the Unit.

- Firearm (The Unit currently requires a Glock model 22, .40 caliber pistol. Other pistols may be acceptable but must first receive approval by the Auxiliary Unit Range Officer.) A number of dealers may also provide a law enforcement discount once you are in the Unit.
- Long and short-sleeve shirts
- Pants
- Winter coat
- Nylon windbreaker
- Winter turtleneck shirt
- Sam Brown black basketweave belt, holster and accessories
- Flashlight
- Handcuffs
- Footwear
- Gloves
- Personal protection ballistic vest (if desired)

Some of these and other on-going expenses including mileage may be deducted as charitable contributions on your income tax. Consult your tax adviser for details.

Training and Certification

All auxiliary officers must be certified. Certification is obtained through the successful completion of an approved Basic Reserve Officer Training course. An example of such a course is the program at the Oakland Police Academy. This course currently meets in Auburn Hills on Wednesday evenings and Saturdays for a total of ten weeks.

Training includes:

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| • Duties and Responsibilities | • Note taking and Report writing |
| • Public relations | • OUIL Enforcement |
| • Criminal Law and Civil Liability | • Traffic Direction and Control |
| • Vehicle Stops | • First Aid Techniques |
| • Mechanics of Arrest | • Accident Investigation |
| • Patrol Techniques | • Firearms Training |
| • Police Communications | • Defensive Tactics |
| • Domestic Violence Investigation | • Auto Theft Investigation |

Current tuition for this training costs approximately \$595 including all handout materials and ammunition. This expense is paid by the candidate and is payable about three weeks prior to the start of the term. Some discounts may be available as determined at the time of acceptance.

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Applicants must also provide a medical certification from his/her private physician prior to starting the academy.

Applicants with similar certification from another institution should submit a copy of the certification and a description of the course with the application. Training waivers 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.

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. Files are maintained by Police Administration and are the property of the Hazel Park Police Department.

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:

Auxiliary Police 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 Auxiliary Unit General Information to Applicants** dated September 29, 2008. I agree that I will read and understand the document before further 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 defined in 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 Reserve academy, at the member'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 from the City's stock. Members may purchase new clothing at the member's expense if desired.
4. Members must continuously maintain a valid concealed weapons permit (CCW) 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.
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 and when directed to do so by the Chief of Police or his 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.
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