



Series 300 Support Services	Effective Date 09182014	Review Date Annually	Directive Number 302.1
Chapter 302 - Community Involvement			
Reviewing Office Community Liaison Office			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

DETROIT POLICE RESERVES

302.1 - 1 PURPOSE

The purpose of this directive is to establish procedures and guidelines for the appointment and training of qualified Detroit Police Reserve Officers.

302.1 - 2 POLICY

Under the provisions of the City Charter, the Chief of Police may appoint persons to serve as police reserves and set qualifications for entry into the reserves. Police reserves when called to duty shall possess such powers as designated by the Chief, including the powers of peace officers. Training standards shall be set by the Chief. Unless there exists an officially declared emergency, duty shall be voluntary. The use of reserves shall be in accordance with rules and regulations approved by the Chief of Police, Board of Police Commissioners and the Mayor.

302.1 - 2.1 Community Chief's Neighborhood Liaison Office

The Chief's Neighborhood Liaison Office is responsible for recruiting and maintaining a viable uniformed civilian volunteer force to supplement the Detroit Police Department's efforts in community service. Functions of the *Liaison Office* include the following:

1. Planning, research and developing programs and procedures for the *Detroit Police Reserves Program*;
2. Recruiting and interviewing potential reserve officer candidates;
3. Conducting background investigations of candidates;
4. Establishing reserve recruit training curriculum;
5. Organizing in-service and firearms training;
6. Coordinating service requests for reserve officers;
7. Coordinating assignments and monitoring reservists at major city-wide events;
8. Maintaining and processing the personnel records of all police reservists;
9. Maintaining statistics in regards to the number of reservists, number of details, and the number of hours volunteered;
10. *Maintaining the reserve equipment database*;
11. *Coordinate the process to obtain a Michigan Concealed Pistol License (CPL)*;

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12. Collection of department issued equipment from inactive reservists; *and*
13. *The chief authority to commission and decommission Reserve Officers.*

Reserve Officers do not replace police officers, but assist them. Under the guidance of sworn members, they play a vital role in assisting the Department in fulfilling its duties and responsibilities to the citizens of Detroit. The main functions of reserve officers are crowd and traffic control *or other approved details/events*. They also may be called upon if there is a major disaster or an extraordinary emergency to assist police officers with various duties.

All reserve officers are required to successfully complete training in all authorized tasks prior to performing such tasks.

302.1 - 2.2 Requirements

All appointments to the Detroit Police Reserves are made by the authority and at the discretion of the Chief of Police. To qualify for appointment to the Detroit Police Reserves, applicants must meet the following criteria:

1. Citizen of the United States;
2. Minimum eighteen (18) years of age at time of application;
3. Demonstrable affiliation with the City of Detroit or prove his/her willingness to serve its citizenry;
4. Good physical and mental condition. Must pass a complete physical and psychological examination by a department physician. In addition, must pass drug testing;
5. No record of felony or high misdemeanor convictions, or have any outstanding warrants;
6. High school diploma or G.E.D. Certificate.

All reservists are required to successfully complete the basic Reserve Officer Training Program. In addition, reservists electing to carry a firearm in the performance of their duty must successfully complete a four (4) hour firearms *qualification* program. It is not a department requirement that reserve officers carry firearms. Reservists electing to carry firearms must also obtain a *valid State of Michigan Concealed Pistol License (CPL)*.

302.1 - 2.3 Assignments

Upon successfully completing the *Basic Reserve Officer Training Program*, at the discretion of the commanding officer of the *Chief's Neighborhood Liaison Office*, reservists will *receive his/her assignment*. The reservist will be placed on probation for a period of one (1) year *to evaluate his/her overall performance and required attendance*.

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The *commanding officer of the precinct* has the overall responsibility for the efficient operation of the *precinct* reserve. The *commanding officer of the precinct* shall appoint a reserve liaison officer to work in concert with the *precinct* reserve commander in coordinating the *operational functions assigned to the reservist*. The *liaison's* duties include, but are not limited to, the following:

1. Planning assignments and the proper deployment of reservists;
Investigating all complaints against assigned reservists and recommending a course of action *to the Neighborhood Liaison Office*. In cases of alleged misconduct of a reservist, the *precinct* commanding officer shall forward a recommendation for the appropriate disciplinary action to *the Neighborhood Liaison office*;
2. Citizen's complaints regarding reservists shall be handled *in compliance with the DPD's Citizen Complaint policy (Refer to Directive 102.6)*;
3. Monitoring and coordinating reserve's activities at the *precinct* and community events;
4. Attend *precinct* reserve's monthly meetings;
5. Maintaining a reserve's monthly mobilization roster for use in case of mobilization by the Mayor or the Mayor's designee;
6. Ensuring that all statistics relative to the number of details and hours of each assigned reservist are forwarded to the *Detroit Police Reserves Coordinator* by the tenth (10) day of each month; *and*
7. Reviewing reservist's monthly time sheets to ascertain inactive participants.

Reserves cannot be assigned to ride with DPD members unless the DPD member consents. Reserves shall not ride with employees assigned to one (1) person cars except under the provisions of the collective bargaining agreements.

302.1 - 2.4 Rules of Conduct

A reservist must observe all rules and regulations of the Detroit Police Reserves, as set forth in the Detroit Police Reserves Manual and other official DPD directives and obey lawful commands of all ranking sworn and reserve officers. Any allegation of misconduct or impropriety by a reservist will be thoroughly investigated. Violations of any of these rules, regulations, directives, or commands will subject a reservist to disciplinary action.

Reservists are held to the same standard of conduct and professionalism as all sworn members of the Detroit Police Department.

302.1 - 3 Authorized Firearms/Ammunition

302.1 - 3.1 General

Reservists electing to carry a firearm on-duty and have successfully completed the *four (4) hour firearms qualification program* are authorized to carry only department

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approved privately owned firearms while on-duty and in uniform. The firearm must also be inspected by members of Firearms *Training* at which time a Firearm Record (DPD164), will be issued.

Privately owned firearms authorized for on-duty use are limited to the following:

1. Glock .40 caliber, model 22 semi-automatic pistol; *or*
2. *Any other firearm approved by the Chief of Police.*

Reservist may elect to carry the Colt or Smith & Wesson revolver, .38 or .357 caliber with a minimum four (4) inch and maximum six (6) inch barrel if they have qualified with the weapon prior to January 1, 1998 and have maintained qualification through every subsequent bi-annual qualification program.

Reservists carrying a firearm while on-duty, in uniform and while actively engaged in official reserve functions and/or assignments must be in possession of the following documentation:

1. Current *CPL*;
2. Firearms Record (DPD164);
3. Firearms safety inspection card (if carrying a privately owned firearm);
4. Valid reserve picture identification card; and
5. State of Michigan Drivers License and City of Detroit Operator's Permit (if operating a department vehicle).

The *Firearms Record (DPD164)*, is valid for one (1) year from the latest qualification date, which is listed on the reverse side of the card.

Four (4) copies of *the Firearms Record (DPD 164)*, shall be prepared and distributed as follows:

1. One (1) copy to the reservist's master file at the *Chief's Neighborhood Liaison Office*;
2. One (1) copy to the *precinct* where the reservist is assigned (*maintained by the reserve liaison officer*);
3. One (1) copy to *Firearms Inventory*;
4. One (1) copy returned to the reservist, which must be carried.

302.1 - 3.2 Ammunition

Ammunition authorized for use in a department approved privately owned sidearm while on duty is limited to the ammunition approved by *DPD's* Firearms Training and the Chief of Police. No other ammunition is authorized unless approved by the Chief of Police or his/her designee.

Reservists shall not use reloaded or remanufactured ammunition in department approved *weapons* while on-duty.

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302.1 - 4 Ordnance Control Officers

302.1 - 4.1 Ninety (90) Day Inspection

No reservist shall carry a department *firearm* or *department approved privately owned firearm that has not been inspected within the previous ninety (90) days*. Reservists shall have their weapon and ammunition inspected every ninety (90) days by a DPD Ordnance Control Officer (OCO). The OCO must comply with the DPD's Firearm Policy (Refer to Directive 304.1).

302.1 - 5 Firearm Safety

302.1 - 5.1 General

Reservists may use their firearms only in self-defense or in the defense of others from significant threat of death or life threatening physical injury. In each instance the use of deadly force will be judged on the totality of the circumstances. Therefore, reservists must be able to articulate the elements and circumstances that justify the discharging of their firearms. The reservist must state the basis for the belief that the life of the reservist or the life of a third party was endangered by the suspect.

302.1 - 5.2 Prohibited Uses

1. The use of a firearm is categorized as deadly/lethal force. The use of a firearm must be in strict compliance with *the DPD's Use of Force policy*. [Refer to Directive 304.2 (Use of Force)];
2. A reservist shall not unnecessarily display or at anytime use any weapon as an intimidation device; *and*
3. The firing of warning shots is strictly prohibited.

302.1 - 5.3 Firing at a Moving Motor Vehicle

1. *Firearms shall not be discharged at a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with deadly force or serious bodily injury.*

Officers shall not knowingly place themselves into the path of a moving vehicle or into the likely path of a vehicle that is currently stopped but is under the immediate control of a driver. When feasible, officers should attempt to move out of the path of any moving vehicle to a position of cover. Officers shall not discharge their weapon except in instances where the officer's life or life of others is in immediate peril and there is no reasonable or apparent means of avoiding the threat.

Shooting at moving vehicles is generally not an effective means of immediately halting the progress of a closely approaching vehicle. Additionally, such action frequently produces unintended consequences.

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A moving vehicle may become an uncontrolled deadly weapon that could seriously injure or kill the occupants of the vehicle and/or subjects in its path. The potential harm to others in the area may outweigh the need to immediately apprehend the suspect.

Bullets fired at a moving vehicle may miss the intended target or ricochet and cause injury to officers or other innocent persons.

302.1 - 5.4 Firing from a Moving Motor Vehicle

- 1. Officers must keep in mind that accuracy is adversely affected when shooting from a moving vehicle which increases the danger to the public and therefore officers shall shoot from a moving vehicle only as a last resort and when the safety of bystanders is not jeopardized.*

302.1 - 5.5 Reporting Use of a Firearm

Whenever a reservist discharges his/her firearm while on-duty, either inside of/or outside the corporate boundaries of the city of Detroit (except while on a target range), the reservist shall immediately notify:

- Communications Operations;
- The reservist's immediate sworn supervisor;
- His/her assigned *precinct*; and
- If outside the city *limits*, the local authorities.

The use of a firearm must be reported in strict compliance with the DPD's Use of Force policy. [Refer to Training Directive 04-7 (Use of Force Reporting/Investigating)]. Any use of a firearm must comply with the DPD's Use of Force Policy (Refer to Directive 304.2).

302.1 - 6 Firearms Training

302.1 - 6.1 General

All firearms training will be conducted by members of the Detroit Police Department Firearms Training. The standards for all firearms qualifications must meet or exceed the Michigan Commission on Law Enforcement Standard (MCOLES) guidelines for active duty police personnel.

In addition to the *four (4)* hour firearms training program for reservists electing to carry a firearm on-duty, reservists must qualify on a bi-annual basis. Bi-annual firearms qualification should occur at six *(6)* month intervals or *as indicated by the Chief of Police*. Upon successful completion, a member will be provided with a Firearm Record Card (*DPD164*). This card must be carried at all times when the reservist is on duty. No card *will be issued for reservists that do not qualify*.

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302.1 - 7 Retirement and Resignation from Service

302.1 - 7.1 General

In order for a reservist to be eligible for retirement status he/she must meet the following qualifications:

- 1. Complete twenty (20) years of credited service; and*
- 2. The credited service is based on the monthly minimum hour compliance established by the Chief's Neighborhood Liaison Office.*

Additionally, a thorough background check and recommendation shall be completed for all members requesting retirement or certificates issued by the department.

302.1 - 7.2 Certificate of Service

Eligible members wishing to resign with ten (10) through twenty (20) years of credited service and are in good standing may receive a "Certificate of Service" by the commanding officer of the Chief's Neighborhood Liaison Office.

302.1 - 7.3 Certificate of Recognition

Members who retired prior to 2000, with the above listed eligibility requirements and are in good standing may receive a "Certificate of Recognition" by the commanding officer of the Chief's Neighborhood Liaison Office. These retired members will not receive a retirement badge and identification card.

302.1 - 7.4 Request for Retirement Procedure

An eligible reservist must make a formal written request to the commanding officer of the Chief's Neighborhood Liaison Office for retirement consideration. Upon completion of an hourly service compliance review, an eligible reservist may be granted retirement provided that all other related circumstances are honorable and within the department's reserve policy.

302.1 - 7.5 Retirement Badge and Identification Card

If qualified, an honorably retired reservist may be eligible to receive an official reserve officer retirement badge and identification card.

Retirement Badge

The badge shall contain a top printed line that reads "RESERVIST" and the second line below it shall read "DETROIT". The third space shall contain the number of the badge. The bottom line on the retirement badge shall read "RETIRED". The retirement badge will only be issued with a wallet clip or mounted on a plaque; it will not be issued with a pin on the back. The design of the badge shall be approved by the Chief of Police before being issued to the retired reservist.

All official retirement badges issued to reserve officers shall remain the property of the Detroit Police Department/city of Detroit, regardless of the source of funding used to purchase the badge(s). Retirement badges, if approved for officers who retired prior

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to 2005, shall be paid for by the requesting officer and delivered to the department for distribution.

Identification Card

The department may issue reserve officer retirement identification cards to an eligible reservist. The cards if issued shall remain the property of the Detroit Police Department/city of Detroit and be subject to confiscation upon order of the Chief of Police, or his/her designee.

Any reservist issued a retirement badge and/or identification card shall sign for receipt of same acknowledging that they fully understand and agree to the conditions set forth in this policy.

302.1 - 7.6 Confiscation of Retirement Badge and Identification Cards

Any retirement badge and identification card used for improper purpose(s) or in violation of the conditions set forth by the commanding officer of the Chief's Neighborhood Liaison Office shall be subject to confiscation by the department. The retirement badge and identification card shall be immediately surrendered to the department upon notice being given to the retired reservist.

302.1 - 7.7 Resignation from Service

If a reservist is unable to fulfill the minimum requirements for the appointed position of Reserve Police Officer or are not qualified to retire, the officer shall submit a letter of resignation to their Reserve Command Officer to resign from his/her position. The resignation letter shall be forwarded to the Reserve Coordinator at the Chief's Neighborhood Liaison Office within 24 hours of receipt of same. The letter shall include the following information:

Full Name

Rank and Reserve Assignment

Location of Assignment

Home Address

City, State, Zip Code

Phone Number

Email Address

Date

Name of Superior

Title

Precinct

Work Address

City, State, Zip Code

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Sample Letter:

Dear [Recipient's name]:

Please accept this letter as a notification of my resignation. My last day will be on [date of actual resignation]. It has been a pleasure to work as a reserve police officer for [name of precinct]. Unfortunately, I feel that I no longer have the time to serve in this position. I am sincerely grateful for the opportunity that has been presented to me. I appreciate being able to work for [name of precinct] and I wish you all the best. If there is anything I can do during the transition, please let me know.

Reserve Officer's signature

Related Procedures:

- Directive 102.6 – Citizen Complaint
- Directive 304.2 – Use of Force
- Training Directive 04-03 – Use of Force Continuum
- Detroit Police Reserve Manual