

**BAY CITY DEPARTMENT OF PUBLIC SAFETY
BAY CITY, MICHIGAN**

SECTION 1 - ADMINISTRATIVE
GENERAL ORDER

August 16, 2019
INDEX NO. 1.36

RESERVE OFFICERS

I. PURPOSE

The Bay City Department of Public Safety Reserve Unit is established to aid and assist the Law Enforcement Division.

II. POLICY

The Bay City Department of Public Safety will utilize unarmed Reserve Officer volunteers to assist the department with Special Events and other assignments for which they have been adequately trained. Reserve officers will operate under the authority of and at the discretion of the Public Safety Director.

III. RESERVE OFFICER SELECTION

- A. At least once a year, the department will advertise and accept applications for individuals who wish to be a Reserve Officer for the department.
- B. Applicants must be a high school graduate (or have a GED) and be at least 18 years of age.
- C. Applicants will be interviewed based on qualifications.
- D. All applicants that pass the interview process will be subject to a background investigation. The background investigation will be conducted by full-time, sworn officers of the department. The background will consist of the following at a minimum:
 - 1. Criminal history record check.
 - 2. A check of the applicants driving history and verification of driving status.
 - 3. Verification of educational credentials.
 - 4. Verification of at least three personal references.
- E. Applicants that successfully pass the background must successfully complete the departmental Reserve Academy. The Reserve Academy will provide training in defensive tactics, communication, report writing, legal aspects, and other topics as deemed necessary by the Public Safety Director or their designee.

IV. RESERVE OFFICER DUTIES

- A. Upon successful completion of the Reserve Academy, Reserve Officers will be sworn in by the city clerk and will have authority to enforce city ordinances when necessary to do so.
- B. Reserve officers will be required to attend annual training in defensive tactics and will meet the same standards for defensive tactics as full time officers.

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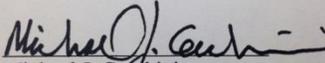
Reserve officers may be required to attend various in-service training throughout the year when applicable to their position as a Reserve Officer.

- C. Reserve officers will be expected to regularly volunteer for events throughout the course of the year. If a reserve officer does not work any events for an entire calendar year, they may be removed from the program.
- D. When working an event for the department, reserve officers will be paired with other reserve officers in most instances. Reserve officers may take enforcement action for city ordinance violations when deemed necessary. Reserve officers should avoid any type of use of force (including handcuffing) unless necessary to protect themselves or others and should radio for assistance from full time officers anytime they feel a conflict may occur.

V. UNIFORM

Reserve Officers will be issued a Class B style uniform as detailed in General Order 1.6. However, on both sleeves of the uniform will be a patch that says "Reserve Officer". They will be issued badges that shall also say "Reserve Officer" on them.

By order of:


Michael J. Cecchini
Public Safety Director