



# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Reserve Program</b>	Effective Date: June 28, 2016	Policy Number: <b>4.50</b>
Accreditation Reference: 1.5.11	Review Date: June 28, 2019	Supercedes: April 11, 2013
Attachments:	L. Shane Nelson, Sheriff	

## I. PURPOSE

The purpose of this policy is to provide organizational and operational guidelines for the Reserve Program. The Reserve Program is designed to support the mission of the Deschutes County Sheriff's Office. Reserve Deputies serve with limited commissions and augment the law enforcement capabilities of the agency in various ways.

## II. POLICY

The Reserve Program provides supplemental personnel for routine agency activities, broadens the capabilities of the agency to handle unusual events and emergencies, enhances public service and garners citizen support and understanding of the Sheriff's Office function through citizen involvement. The Reserve Program increases citizen involvement in law enforcement by their participation in law enforcement activities.

The use of citizen volunteers as sworn deputy reserves is an invaluable service to the Sheriff's Office. The Sheriff's Office, as much as is practical, will utilize reserve deputies to assist regular agency personnel in the completion of their duties.

## III. DEFINITIONS

*DPSST* is the Department of Public Safety and Standards and Training.

*Reserve Recruit* is a member accepted and participating in the Reserve Program who has **not** yet completed the first half of the Reserve Academy. Recruits are not sworn and may not carry firearms.

*Reserve Deputy* is any member of the Reserve Program who has successfully completed all defensive tactics, baton and firearms training, the Reserve Academy, and is involved in or has completed the Field Training and Evaluation Program (FTEP). The Reserve Deputy wears a standard Sheriff's Office uniform. Each Reserve Deputy is a volunteer and serves at the pleasure of the Sheriff. Reserve activities may be restricted at any time, and any reserve may be asked to resign by the Sheriff or be separated from the Reserve Program at any time, for any reason, without recourse.

The five steps for Reserve Deputies are defined as:

*Level 1:* Reserve Deputies who have completed all necessary training and have been recommended by the reserve coordinator for solo patrol status and approved by the Sheriff.

*Level II:* Reserve Deputies who have completed the training requirements of level III. Reserves at this level may operate Sheriff's Office vehicles, work security at special events and work patrol with a Level I or II Reserve.

*Level III:* These are Reserve Deputies who have completed training requirements of level IV. Reserves at this level begin practicing the training and experience gained during levels IV and V. These are Reserves who are still required to work with regular deputies. Reserves at this level may operate Sheriff's Office vehicles and work with other reserves to provide security at special events.

*Level IV:* These are Reserve Deputies who have completed the training requirements of a level V recruit. Primary function is to continue training through observing regular deputies and other members of the Sheriff's Office. Uniforms and Sheriff's Office identification will be issued. Reserves at this level may operate Sheriff's Office vehicles and work with other reserves to provide security at special events.

*Level V:* These are Reserve Recruits. Reserve Recruits have no police power or authority. Uniforms and identification will be issued but not used outside of training.

## **IV. ORGANIZATION**

The Reserve Program is a function of the Patrol Division and is under the direction of the Patrol Captain. The Reserve Coordinators report directly to the Patrol Lieutenant who in turn reports to the Patrol Captain.

## **V. THE RESERVE PROGRAM**

### **A. Chain of Command**

A single chain of command for all purposes is not practical when considering the mobility of assignments or work schedules with volunteers. An administrative chain of command remains somewhat unchanged except for changes in the permanent command structure. The operational or tactical chain of command, however, will change from day to day depending upon which shift the reserve is working. All members will adhere to the chain of command in the Reserve Program.

The Chain of Command for administrative and for operational matters is as follows:

1. Administrative
  - a. Sheriff
  - b. Patrol Captain
  - c. Patrol Lieutenant
  - d. Reserve Coordinator
  - e. Reserve Deputy
  - f. Reserve Recruit
2. Operational
  - a. Sheriff
  - b. Patrol Captain
  - c. Patrol Lieutenant
  - d. Sergeant or Watch Commander
  - e. Training or Regular Deputy
  - f. Reserve Deputy
  - g. Reserve Recruit

## **B. Qualifications**

The mental and physical stresses and job demands experienced by reserves are equivalent to those of a full-time deputy. Reserves must meet all qualifications for appointment as a regular member of the agency. Each reserve must be approved for selection by a review board. The Sheriff shall appoint the applicant review board. The Sheriff, or his designee, retains final appointment authority.

Reserves and Reserve Recruits shall:

1. Be a citizen of the United States.
2. Possess a valid Oregon driver's license at time of appointment.
3. Be at least 21 years of age.
4. Never have been convicted of any felony or misdemeanor that reflects adversely on the capacity to serve as a peace officer.
5. Have graduated from an accredited high school or have a GED.
6. Possess vision not worse than 20/200 correctable to 20/20.
7. Satisfactorily pass an agency sponsored written examination, if required.
8. Be able to pass a physical exam authorized by DPSST and administered by a physician.
9. Satisfactorily pass the agency's psychological exam.
10. Satisfactorily pass an oral board and a background investigation.
11. Satisfactorily pass the agency's physical ability exam, if required.
12. Satisfactorily complete the Reserve Academy or an equivalent as authorized by the Sheriff before participating in field operations.

## **C. Reserve Program Coordinators**

The Reserve Program Coordinators shall be appointed by and serve at the pleasure of the Sheriff.

Responsibilities shall include:

1. The Reserve Coordinators shall conduct monthly meetings in a professional and organized manner.
2. The Reserve Coordinators shall ensure that reserve personnel conduct themselves in a professional manner.
3. The Reserve Coordinators shall keep their units informed on matters concerning their respective programs and the agency.
4. The Reserve Coordinators, with the approval of the Sheriff, possess the authority to separate or relieve any member of their unit at any time.
5. The Reserve Coordinator will supply reserves with the expectations of the Sheriff's Office and the requirements on step advancement.

## **D. Field Supervision**

### **1. Sign Up**

Reserves shall sign up for those shifts or time periods they desire to participate in the patrol function. When appropriate, Reserves shall ride with a designated trainer on their training team. Reserves shall not be bumped from their scheduled ride-along unless expressly approved by a supervisor.

### **2. Shift Supervision**

All Reserves, while participating in the duties of the patrol section, shall be under the general supervision of the watch commander or shift supervisor.

Level II through V Reserves will be under the immediate supervision of the training officer they are riding with when on duty and shall comply with any lawful instructions and orders.

Directions for orders which conflict with the Deschutes County Sheriff's Office Policy Manual shall be brought to the attention of the reserve coordinator as soon as is possible.

Any deputy assigned to any position, off probation and in good standing may be used as a Field Training Officer.

## **E. Reserve Participation**

### **1. Reserve Recruit Training**

The Reserve Recruit must participate in the training activities and duties required by the Reserve Program. To become a reserve deputy, the recruit must:

- a. Satisfactorily complete the agency Academy or, at the discretion of the Sheriff, another properly documented police academy.
- b. Successfully complete the Field Training and Evaluation Program (FTEP).

### **2. Recruit Participation**

Reserve Recruits shall not participate in direct violator contact or other direct enforcement activities. Recruits shall not be used as cover deputies. Recruits may support community relations activities and other civilian level support services (e.g., information booths at special events, traffic control, crime scene security, disaster relief) and other duties designated by the agency. Reserve Recruits will wear street clothes to distinguish them from regular and reserve deputies.

### **3. Minimum Obligations**

Meetings/training are held once a month. Attendance is mandatory. Any non-emergency absence must be scheduled through the respective Coordinators.

When a member has one unexcused absence from a mandatory meeting, the member will receive a memo to be placed in his file. After two unexcused absences, a letter of reprimand will be placed in the file. After three unexcused absences, separation from the reserve program will be considered.

- a. Reserve Deputies unable to attend the scheduled monthly meeting/training must notify their respective coordinators as soon as possible prior to the meeting. A Reserve may receive any reasonable number of absences for legitimate reasons (e.g., work, illness, and vacation). However, three unexcused absences in a twelve-month period may result in termination from the program.
- b. Failure to participate in the minimum number of hours in any month may result in a letter of reprimand.
- c. Reserve Deputies who are unable to meet the requirements of their program for an extended period of time may request a leave of absence. This request shall be in writing to the program coordinator and state the reason for the leave of absence. The coordinator will make a determination on the request and forward it with a recommendation to the Sheriff via the chain of command.

In order to remain sufficiently familiar with how the agency conducts business, reserves shall complete a minimum of twelve volunteer hours per month, in addition to the required monthly meeting/training.

During any given three month period, six of the thirty-six hours must be completed in the Corrections Division.

## **F. Compliance with Directives**

Reserves shall comply with all agency rules, policies, procedures, and other directives, except those that by their very nature do not apply to volunteers.

## **G. Discipline**

Reserves are subject to corrective action and discipline for failing to meet expectations, including verbal or written reprimand, suspension or termination of their reserve commission. A reserve may be suspended for cause by any sworn supervisor, pending review by the Sheriff. The appropriate coordinator shall be notified. The Sheriff or his designee may separate a reserve from the program without cause at any time, as reserves do not possess property or "due process" rights.

## H. Firearms

### 1. Standards

Reserve deputies are subject to the same firearm policies, procedures, and qualification standards as established by the Sheriff's Office for full-time deputies.

### 2. Weapon

The reserve recruit will be required to satisfactorily complete and participate in all mandatory agency firearms training. Only upon successful completion of agency firearms training will the reserve be permitted to carry a weapon on duty. The reserve will supply his own duty sidearm. Refer to [Policy 8.20, Firearms](#) for a list of authorized firearms.

### 3. Off-Duty

Reserve deputies are not authorized to carry a concealed weapon off-duty. This does not preclude the holder of a valid concealed weapon permit issued pursuant to state law from carrying a concealed weapon. However, a reserve deputy is not authorized to do so in the capacity of a reserve volunteer and **shall not exercise peace officer authority off-duty.**

## I. Equipment

Reserve deputies will carry the same equipment as regular deputies when performing the patrol function. Reserves shall be issued at least one summer and one winter uniform.

Each reserve deputy will supply other necessary equipment and accessories, such as boots, protective ballistic vest, duty belt, holster and magazines.

There shall be no distinction between the uniform worn by reserve deputies and regular deputies except for the designation on the badge. Those reserves who have reached Level III or above will receive name tags that indicate their current level so that other reserves, deputies and supervisors can easily identify their experience and knowledge base.

## J. Radio Identification

Upon being accepted into the reserve unit, the applicant will be issued a radio identification number and DPSST report writing number.

## K. Authority

### 1. On-Duty

Reserve deputies, when on-duty, shall have the same authority as a regular deputy. This includes the authority to issue citations, make lawful arrests, and execute warrants.

### 2. Off-Duty

Reserve deputies, while in an off-duty status, possess only the statutory authority of a general citizen. Reserve deputies are not to use their uniform, badge, or Sheriff's Office identification in any official capacity while off-duty. Any enforcement action taken will be taken as a private citizen.

## VI. INSURANCE AND LIABILITY COVERAGE

The County will provide a limited amount of coverage for Workman's Compensation and life insurance to reserve deputies for the period of time they volunteer their services to the Sheriff's Office. The County also provides the same protection from civil liability as that provided to full-time employees.