

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 3.10
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; October 29, 2012; June 21, 2017
CHAPTER: Organization, Management and Administration		Related Policy: G.O. 3.18 (Sheriff's Volunteer Programs), G.O. 6.05 (Reserve Deputy Hiring Process), G.O. 10.11 (Reserve Deputy Sheriff)
SUBJECT: Sheriff's Reserve		Related Laws:

POLICY: The Sheriff has established a volunteer Sheriff's Reserve Unit, which consists of sworn Special Deputies of the Sheriff's Office. Members of this Reserve Unit provide Law Enforcement services of a temporary nature under the supervision and control of regular employees of the Sheriff's Office.

RULE(s):

1. The Lane County Sheriff's Office will recruit, accept, and retain only the highest-qualified citizens for volunteer work.
2. All members of the Sheriff's Reserve Unit are subject to, and expected to, adhere to the Sheriff's Office mission, values, goals, law, general orders, training, and supervision.
3. An employee of the Sheriff's Office will be designated to coordinate the activities of any Reserve Unit with the activities of the Sheriff's Office.

PROCEDURE:

I. Sheriff's Reserve Deputy Program

A. Selection

1. Reserve Deputy applicants must meet all qualifications and standards established for full-time employees in the Deputy Sheriff series.
2. Reserve Special Deputy Sheriffs' commissions shall be made at the sole discretion of the Sheriff, and may be revoked without due process at any time.
3. A selection process for Reserve Deputy Sheriffs shall include, but not be limited to, the same process used to select employees in the Deputy Sheriff series.

4. The selection process must be successfully completed prior to attending the Reserve Academy.
5. See G.O. 6.05 (Reserve Deputy Hiring Process)

B. Training

1. Reserve Deputy Sheriffs shall satisfactorily complete the Reserve Academy or approved equivalent academy/training prior to uniformed assignment.
2. Upon completion of the Reserve Academy requirements, the Reserve Deputy will be assigned a reserve advisor who will act as a Field-Training Officer (FTO), who will oversee the completion of a Field Training Manual. During the field-training period, the reserve advisor/FTO will evaluate each Reserve Deputy at prescribed intervals using Daily Observation Report form.
3. Reserve Deputies may also attend relevant training conducted by the Sheriff's Office, or by other agencies (where Reserve officers are not specifically excluded), subject to prior approval by the Reserve Unit Coordinator and the Training Coordinator.
4. All training records shall be documented and forwarded to the Training Coordinator.
5. Reserve Deputies shall satisfactorily attend and complete all assigned meetings and trainings, unless otherwise excused by the Reserve Unit Coordinator.
6. Solo Training Requirements:
 - a. Complete twelve (12) month probationary period post academy.
 - b. Complete all phases of FTEP, including solo patrol while being evaluated by reserve advisor/FTO.
 - c. Completion of the Field Training Manual furnished by the Lane County Sheriff's Office.
 - d. A written recommendation from at least two regular Deputy Sheriffs/Sergeants.
 - e. A final check ride with a Patrol Sergeant who will make a recommendation for approval, disapproval.

C. Service Commitment

1. Reserve Deputies are required to attend the meeting held on the fourth Wednesday of each month. Two excused absences will be allowed, however, any additional absences will need to be made up with four hours of additional service to remain in good standing.
2. Reserve Deputies must perform a minimum of sixteen (16) hours of service each month to remain on active status. This service may be performed in blocks of four (4) hours or more at a time. Reserve Deputies who do not meet the minimum service requirements for three (3) months will be placed on inactive status. Any deviation must be approved by the Division Captain.

D. Performance Evaluation

1. Reserve Deputies that have achieved solo status will be evaluated annually by the reserve coordinator.
2. Evaluations will be done on the Standard Performance Evaluation Form, or such other form as may be designated.

E. Uniforms and Personal Equipment

1. The Sheriff's Office will furnish Reserve Deputies with uniforms and personal equipment, which shall remain the property of the Sheriff's Office, and shall be maintained in accordance with Sheriff's Office rules and regulations.
2. Uniforms and personal equipment, including badges and weapons, shall remain secured at the Sheriff's Office at all times, except for the following:
 - a. While Reserve Deputies are assigned to active duty.
 - b. While actively engaged in training requiring the equipment, including immediate transportation to and from the training.
 - c. While cleaning or maintaining the equipment.
 - d. Other circumstances with authorization of the Reserve Unit Coordinator.

F. Conduct and Discipline

1. Reserve Deputies are responsible for compliance with all Sheriff's Office rules, policies, procedures, and other directives, except those that by their very nature do not apply to Reserve Deputies.

2. Reserve Deputies may be subject to disciplinary action in the event of wrongful conduct, including but not limited to verbal or written reprimand, suspension, or termination of the Reserve commission.

G. Inactive Status

1. Reserve Deputies granted a leave of absence and Reserves who do not meet the minimum service requirements will be placed on inactive status.
2. Upon being placed on inactive status, the Reserve Deputy shall return all Sheriff's Office-issued uniforms and personnel equipment to the Sheriff's Office.
3. Reserve Deputies on inactive status will not have special access privileges to the Sheriff's Office or its facilities.
4. A Reserve Deputy wishing to return to active status will make a request in writing to the Sheriff, who may approve or deny the request at his discretion.
5. Upon return of a Reserve Deputy to active status, the Reserve Unit Coordinator shall assess the training needs of the Reserve Deputy and may require a period of coaching and evaluation and/or supplemental training.

H. Leave of Absence

1. The Sheriff, at his discretion, may grant a leave of absence. A leave of absence shall not exceed one (1) year in time. Requests for leave of absences shall be made in writing via the chain of command.
2. Upon being granted a leave of absence, the Reserve Deputy will be placed on inactive status (See paragraph G).

I. Organization and Duties – See G.O. 10.11 (Reserve Deputy Sheriff Duties)

J. Transition to Compensated Deputy Sheriff – See G.O. 6.05 (Reserve Deputy Hiring Procedure)