



Policy # <b>Reserve Deputy Sheriff</b>	Related Policies:
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<b>Applicable Oklahoma Statutes</b>	
CALEA Standard:	
Date Implemented:08/2022	Review Date:

**PURPOSE AND SCOPE**

The Pawnee County Sheriff's Office Reserve Program was established to supplement and assist regular sworn sheriff's deputies in their duties. This program provides professional, sworn volunteer reserve deputies who can augment regular staffing levels.

**SELECTION AND APPOINTMENT OF SHERIFF RESERVE DEPUTYS**

The Pawnee County Sheriff's Office shall endeavor to recruit and appoint to the Reserve Program only those applicants who meet the high ethical, moral, and professional standards set forth by this Sheriff's Office.

**PROCEDURE**

All applicants shall be required to meet and pass the same pre-employment procedures as regular sheriff's deputies before appointment.

Before appointment to the Sheriff Reserve Program, an applicant must have completed, or be in eligible to complete, a CLEET approved reserve academy.

**APPOINTMENT**

Applicants who are selected for appointment to the Sheriff Reserve Program shall, on the recommendation of the Sheriff, be sworn in by the Sheriff, Undersheriff, or district court judge of Pawnee County and take a loyalty oath to observe and obey all of the laws of the land and to carry out their duties to the best of their ability.

**COMPENSATION FOR SHERIFF RESERVE DEPUTYS**

Compensation for reserve deputies is provided as follows:

The Pawnee County Sheriff's Office will at the availability of equipment, provide reserve deputy appointees with uniforms and equipment. However, if the Sheriff's Office is unable to provide the equipment it shall be the responsibility of the reserve deputy. All property issued to the reserve deputy shall be returned to the Sheriff's Office upon termination or resignation. Some reserve Deputies may be compensated at a rate not to exceed \$20.00 per hour for some special assignments at the approval of the Sheriff.

**RESERVE DEPUTY LEVELS**



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- (a) Level 1 - Reserve Deputies who are uncertified and waiting to attend or are currently attending an academy
- (b) Level 2 – Reserve Deputies who are certified but have completed reserve training
- (c) Level 3 - Reserve Deputies who are certified and have completed reserve training
- (d) Level 4 – Reserve Deputies who are certified, have completed reserve training, and signed off to work solo patrol shifts
- (e) Level 5 - Reserve Deputies who are certified, have completed reserve training, and signed off to work solo patrol shifts, and have been issued take home vehicles.

**DUTIES OF RESERVE DEPUTYS**

Reserve deputies assist regular deputies in the enforcement of laws, maintaining peace, transporting inmates and other assignments as required by the Sheriff's Office. Assignments of reserve deputies will usually be to augment patrol and the transport of inmates. Reserve deputies may be assigned to other areas within the Sheriff's Office as needed. Reserve deputies are required to work a minimum of 16 hours per month.

**POLICY COMPLIANCE**

Sheriff reserve deputies shall be required to adhere to all Sheriff's Official policies and procedures. A copy of the policies and procedures will be made available to each reserve deputy upon appointment, and he/she shall become thoroughly familiar with these policies.

Whenever a rule, regulation, or guideline in this manual refers to a deputy, it shall also apply to a sworn reserve deputy unless by its nature it is inapplicable.

**RESERVE DEPUTY ASSIGNMENTS**

All reserve deputies will be assigned to duties by the Reserve Coordinator or his/her designee.

**RESERVE COORDINATOR**

The Sheriff shall delegate the responsibility for administering the Reserve Deputy Program to a Reserve Coordinator. The reserve coordinator shall report to the Undersheriff. The Undersheriff shall have over all command of the program.

The Reserve Coordinator shall have the responsibility of, but not be limited to:

- (a) Assignment of reserve personnel



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- (b) Conducting reserve meetings
- (c) Establishing and maintaining a reserve call-out roster
- (d) Maintaining and ensuring performance evaluations are completed
- (e) Monitoring individual reserve deputy performance
- (f) Monitoring overall Reserve Program
- (g) Maintaining liaison with other agency Reserve Coordinators

**RESERVE TRAINING**

Before being allowed to work solo, all reserve deputies must have completed the following.

- (a) A CLEET approved reserve academy
- (b) 4 inmate transports
- (c) 24 hours of ride-a-long time
- (d) 320 hours of basic patrol field training
- (e) Observed in dispatch for no less than 4 hours
- (f) TASER certification

**TRAINING DEPUTYS**

Deputies of this Sheriff's Office, who demonstrate a desire and ability to train reserve deputies, may train the reserves during Phase II, subject to the Undersheriff's approval.

**FIELD TRAINING MANUAL**

Each new reserve deputy will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as a deputy with the Pawnee County Sheriff's Office. The reserve deputy shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.



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### **RIDE-A-LONG REQUESTS**

Level 1-3 Reserve Deputies shall made ride-along request with the regular full-time deputy they wish to ride with. The ride along must then be approved by Reserve coordinator, Chief Deputy over patrol, Patrol Sergeant, or Undersheriff.

### **SUPERVISION OF RESERVE DEPUTYS**

Reserve deputies shall be under the immediate supervision of a regular sworn deputy. The immediate supervision requirement shall also continue for reserve deputies and supervisor. Regular full-time deputies shall always out rank reserve deputy and shall always have the authority reserve deputies.

### **SPECIAL AUTHORIZATION REQUIREMENTS**

Reserve deputies certified as Level 5 may, with prior authorization of the Reserve Coordinator and on approval of the Undersheriff, be relieved of the "immediate supervision" requirement. Level 5 reserve deputies may function under the same standards as a regular full-time only for the duration of the assignment or purpose for which the authorization was granted.

### **RESERVE DEPUTY MEETINGS**

All reserve deputy meetings will be scheduled and conducted by the Reserve Coordinator. All reserve deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Reserve Coordinator.

### **IDENTIFICATION OF RESERVE DEPUTYS**

All reserve deputies will be issued a uniform badge and a Sheriff's Office identification card. The uniform badge shall be the same as that worn by a regular full-time deputy. The identification card will be the standard identification card with the exception that "Reserve" will be indicated on the card.

### **UNIFORM**

Reserve deputies shall conform to all uniform regulation and appearance standards of this Sheriff's Office.



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### **INVESTIGATIONS AND COMPLAINTS**

If a reserve deputy has a complaint made against him/her or becomes involved in an internal investigation, that complaint or internal investigation may be investigated by the Reserve Coordinator, at the discretion of the Undersheriff.

Reserve deputies are considered at-will employees.

Any disciplinary action that may have to be administered to a reserve deputy shall be accomplished as outlined in the Policy Manual.

### **FIREARMS REQUIREMENTS**

All reserve deputies must qualify with their firearms once yearly as per Oklahoma Law.

### **CARRYING WEAPON ON DUTY**

It is the policy of this Sheriff's Office to allow reserves, level 2 or higher, to carry firearms off-duty. Level 1 reserves may only carry firearms while on-duty or to and from duty.

### **EMERGENCY CALL-OUT FOR RESERVE PERSONNEL**

The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve personnel and ensure the communications center knows when to contact reserve deputies/

### **CONTINUED PROFESSIONAL DEVELOPMENT TRAINING**

All reserve deputies shall maintain current on mandated training and when reasonably possible receive the same continued professional development training given to all sworn deputies.