

## Reserve Deputy Sheriff Program

### 348.1 POLICY

It is the policy of the Department to maintain a trained reserve force to aid in emergency situations and to augment the regular Members of the Department in the accomplishments of Departmental objectives. It shall be the duty of all Members of the Department, when so requested, to aid in the furtherance of this program, and in the training and development of the Reserve Force.

### 348.2 PURPOSE AND SCOPE

The Orange County Sheriff-Coroner Department Reserve Unit was established to supplement and assist regular sworn sheriff's deputies in their duties. This unit provides professional, sworn volunteer reserve deputies who can augment regular staffing levels.

### 348.3 SELECTION AND APPOINTMENT OF SHERIFF'S RESERVE OFFICERS DEPUTIES

The Orange County Sheriff-Coroner Department shall endeavor to recruit and appoint to the Reserve Unit only those applicants who meet the high ethical, moral and professional standards set forth by this Department.

#### 348.3.1 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's Reserve Unit, an applicant must have completed, or be in the process of completing a POST approved basic academy or extended basic academy.

#### 348.3.2 APPOINTMENT

Applicants who are selected for appointment to the Sheriff's Reserve Unit shall, on the recommendation of the Sheriff, be sworn in by the Sheriff 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.

#### 348.3.3 UNIFORM AND EQUIPMENT FOR SHERIFF RESERVE DEPUTIES

All reserve deputy appointees are issued two sets of uniforms and all designated attire and safety equipment. All property issued to the reserve deputy shall be returned to the Department upon termination or resignation. Reserves shall receive two (2) uniforms annually, equal to that of regular deputies.

Reserve deputies shall conform to all uniform regulations and appearance standards for the Department.

#### 348.3.4 DUTIES OF RESERVE DEPUTIES

Reserve deputies assist regular deputies in the enforcement of laws and in maintaining peace and order within the community. Assignments of reserve deputies shall usually be to augment the Patrol Operations Command. Reserve deputies may be assigned to other areas within the Department as needed. Reserve deputies are required to work a minimum of 20 hours per month.

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### 348.3.5 POLICY COMPLIANCE

Sheriff's reserve deputies shall be required to adhere to all Departmental policies and procedures. A copy of the policies and procedures shall 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 sworn regular full-time deputy, it shall also apply to a sworn reserve deputy unless by its nature it is inapplicable.

### **348.4 RESERVE DEPUTY CLASSIFICATIONS**

All reserve deputies will be assigned to duties by the Reserve Coordinator or his/her designee. Reserve personnel are subordinate to regular deputies, and in most circumstances, shall work under the immediate direction of regular full-time personnel of this Department. Unless otherwise directed by the Mutual Aid Bureau Captain, reserves shall not wear their rank insignia while working a uniformed assignment.

There are three classifications of reserve deputy set forth in Penal Code Section 832.6. In addition, Penal Code Section 830.6(a)(2) permits the Sheriff to give "designated" status to Level I Reserves when authorized by a county ordinance (See OCCO 1-2-120.). Reserve Deputies may be deployed in a variety of assignments based on their reserve level, training and experience.

The four (4) levels of reserve deputy are listed below starting with the highest level reserve.

- Level I-D (Designated)
- Level I (Non Designated)
- Level II
- Level III

#### 348.4.1 LEVEL I-D (DESIGNATED) RESERVE DEPUTIES

Orange County Codified Ordinance (OCCO) 1-2-120 authorizes the Sheriff to give "designated" status in writing to reserve deputies who meet the requirements listed below. The "designated" status is not a permanent classification and the Sheriff can revoke it at any time.

1. To be designated as Level I-D, reserve deputies must complete two years and five hundred (500) working hours of field experience as reserve deputies (OCCO 1-2-120).
2. Level I-D reserve deputies must complete the Sheriff Department's POST approved Field Training Program.
3. Level I-D is the only category of reserve that has 24-hour peace officer authority. All other levels have peace officer powers only for the duration of the person's specific assignment.
4. A Level I-D reserve may work alone and perform the same duties as a full-time deputy.
5. Level I-D reserve deputies must have successfully completed the POST Regular Basic Course in either the standard format or the modular format – Level III, II and I reserve training.
6. Reserve deputies may be granted Level I-D status if they possess both a POST Reserve Officer Certificate and a POST Basic Certificate. Upon completion of the

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OCCO 1-2-120 requirements and the Sheriff Department's POST approved Field Training Program, designated Level I-D reserves are granted the following:

- (a) Full peace officer powers both on or off duty.
- (b) Authority to carry an off-duty weapon, conforming to Department policy, without the need for a concealed weapon permit.
- (c) May be assigned to tasks routinely performed by regular deputies, including supervising Level II and III reserves.

### 348.4.2 LEVEL I (NON-DESIGNATED) RESERVE DEPUTIES deputies

Level I reserve deputies must successfully complete the POST Regular Basic Course in either the standard format or the modular format – Level III, II and I reserve training.

1. A Level I reserve deputy may perform general law enforcement assignments only while under the immediate supervision of a full time deputy or a Level I-D reserve deputy until they have successfully completed the Sheriff Department's POST approved Field Training Program.
2. Level I peace officer authority is only for the duration of the reserve's specific assignment.
3. Level I reserves are granted the following:
  - (a) Peace officer powers only while on duty.
  - (b) Authorization to carry an off-duty weapon only if they have a concealed weapon permit.
  - (c) May be assigned to tasks routinely performed by regular deputies, except they shall not be assigned to supervise other reserve deputies in a general law enforcement capacity.
4. A Level I reserve deputy may work unsupervised in the Corrections and Courts Command after successfully completing the jail academy.

**Note:** Immediate supervision is defined as being routinely in physical proximity of and available to the reserve deputy. However, allowance is permitted for necessary temporary separations.

### 348.4.3 LEVEL II RESERVE DEPUTIES

A Level II reserve deputy may perform general law enforcement assignments only while under the immediate supervision of a deputy sheriff who has completed the POST Regular Basic Course (full-time deputy or Level I-D reserve deputy).

1. A Level II reserve deputy may work assignments authorized for a Level III reserve deputies without immediate supervision.
2. A Level II reserve deputy must successfully complete the Level III and Level II modules of the POST Basic Course (modular format as their entry-level training requirement).
3. Reserve Deputies who have successfully completed a Level II reserve POST Certified Reserve Training Module, are granted the following:

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- (a) Peace officer powers only while on duty.
- (b) Authorization to carry an off-duty weapon only if they have a concealed weapon permit.

**Note:** Immediate supervision is defined as being routinely in physical proximity of and available to the reserve deputy. However, allowance is permitted for necessary temporary separations.

### 348.4.4 LEVEL III RESERVE DEPUTIES

Upon completion of a POST approved training course for Level III reserve peace officers, Level III reserve deputies are granted peace officer powers only while on duty during a specific assignment.

1. Level III reserve deputies may perform limited support duties and other duties not likely to result in physical arrests or which may require aggressive peace officer reaction.
2. Level III reserve deputies shall not be assigned to general law enforcement activities.
3. Level III reserve deputies shall perform their duties only while being supervised in the accessible vicinity of a deputy sheriff or level 1-D reserve deputy. However, Level III reserve deputies may transport prisoners without immediate supervision.
4. All Level III Reserve Deputies are required to work one event per month unless excused by the Mutual Aid Bureau Captain, Mutual Aid Bureau Sergeant, or the Commander.
5. Examples of duties which may be performed by Level III reserve deputies, but not limited to, the following:
  - (a) Assisting jail deputies.
  - (b) Working fixed posts for traffic control.
  - (c) Providing security at parades and special events.
  - (d) Providing security at sporting events.
  - (e) Assisting investigators with administrative functions.
  - (f) Attending community events.

### 348.4.5 RESERVE COORDINATOR

The Sheriff shall delegate the responsibility for administering the Reserve Deputy Program to a Reserve Coordinator. The Reserve Coordinator shall have the responsibility of, but not be limited to:

1. Assignment of reserve personnel.
2. Conducting reserve meetings.
3. Establishing and maintaining a reserve call-out roster.
4. Maintaining and ensuring performance evaluations are completed.
5. Monitoring individual reserve deputy performance.

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6. Monitoring overall Reserve Program.
7. Maintaining liaison with other agency Reserve Coordinators.

#### **348.5 FIELD TRAINING**

Penal Code § 832.6(a)(2) requires Level I reserve deputies, who have not been released from the immediate supervision requirement per Policy Manual § 350.4.7, to work under the immediate supervision of a peace officer who possesses a Basic POST Certificate.

##### **348.5.1 TRAINING OFFICERS**

Deputies of this Department, who demonstrate a desire and ability to train reserve deputies, may train the reserves during Phase II, subject to Reserve Coordinator/Field Training Bureau approval.

##### **348.5.2 PRIMARY TRAINING OFFICER**

Upon completion of the Academy, reserve deputies shall be assigned to a primary training officer. The primary training officer shall be selected from members of the Field Training Officer (FTO) Committee. The reserve deputies shall be assigned to work with his/her primary training officer during the first 160 hours of training. This time shall be known as the Primary Training Phase.

##### **348.5.3 FIELD TRAINING MANUAL**

Each new reserve deputies shall 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 Orange County Sheriff-Coroner Department. 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.

##### **348.5.4 COMPLETION OF THE PRIMARY TRAINING PHASE**

At the completion of the Primary Training Phase, (Phase I) the primary training officer will meet with the Reserve Coordinator. The purpose of this meeting is to discuss the progress of the reserve deputy in training.

If the reserve deputy has progressed satisfactorily, he/she shall then proceed to Phase II of the training. If he/she has not progressed satisfactorily, the Reserve Coordinator shall determine the appropriate action to be taken.

##### **348.5.5 SECONDARY TRAINING PHASE**

The Secondary Training Phase (Phase II) shall consist of 100 hours of additional on-duty training. The reserve deputy shall no longer be required to ride with his/her primary training officer. The reserve deputy may now ride with any deputy designated by the Reserve Coordinator/Chief of Police Services.

During Phase II of training, as with Phase I, the reserve deputy's performance shall be closely monitored. In addition, rapid progress should continue towards the completion of the Deputy's Field Training Manual. At the completion of Phase II of training, the reserve deputy shall return to his/her primary training officer for Phase III of the training.

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### 348.5.6 THIRD TRAINING PHASE

Phase III of training shall consist of 24 hours of additional on-duty training. For this training phase, the reserve deputy shall return to his/her original primary training officer. During this phase, the training officer shall evaluate the reserve deputy for suitability to graduate from the formal training program.

At the completion of Phase III training, the primary training officer shall meet with the Reserve Coordinator. Based upon the reserve deputy's evaluations, plus input from the primary training officer, the Reserve Coordinator shall decide if the reserve deputy has satisfactorily completed his/her formal training. If the reserve deputy has progressed satisfactorily, he/she shall then graduate from the formal training process. If his/her progress is not satisfactory, the Reserve Coordinator shall decide upon the appropriate action to be taken.

### 348.5.7 COMPLETION OF THE FORMAL TRAINING PROCESS

When a reserve deputy has satisfactorily completed all three phases of formal training, he/she shall have had a minimum of 284 hours of on-duty training. He/she shall no longer be required to ride with a reserve training officer. The reserve deputy may now be assigned to ride with any deputy for the remaining 200-hour requirement for a total of 484 hours before being considered for relief of immediate supervision.

To qualify for designation by the Sheriff as a Level I-D reserve, the reserve deputy must have completed two years and five hundred (500) working hours of field experience as a reserve deputy (OCCO 1-2-120.).

## **348.6 RESERVE DEPUTY MEETINGS**

All reserve deputy meetings shall 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.

### 348.6.1 IDENTIFICATION OF RESERVE DEPUTIES/PROFESSIONAL SERVICE RESPONDERS

All reserve deputies shall be issued a uniform badge and a Department identification card. The uniform badge shall be the same as that worn by a regular full-time deputy. No "rank" badges shall be issued to reserve deputies. The identification card shall be the standard identification card (green) with the exception that "Reserve" shall be indicated on the card.

Active Level 1D reserve deputies that have successfully completed the FTO Training Program may be issued a non-rank flat badge in addition to their uniform pin on badge.

Professional Services Responders (PSR) shall be issued the standard identification card (blue) indicating "Professional Services Responder." PSR shall not be issued badges.

### 348.6.2 INVESTIGATIONS AND COMPLAINTS

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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 Patrol Operations Command Assistant Sheriff.

### 348.6.3 RESERVE DEPUTY EVALUATIONS

While in training, reserves shall be continuously evaluated using standardized daily and weekly observation reports. The reserve shall be considered a trainee until all of the training phases have been completed. Reserves having completed their field training shall be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve.

### **348.7 FIREARMS REQUIREMENTS**

Penal Code § 830.6(a)(1) designates a reserve deputy as having peace officer powers during his/her assigned tour of duty, provided the reserve deputy qualifies or falls within the provisions of Penal Code § 832.6.

#### 348.7.1 CARRYING WEAPON ON DUTY

Penal Code § 830.6(a)(1) permits qualified reserve deputies to carry a loaded firearm while on-duty. It is the policy of this Department to allow reserves to carry firearms only while on-duty or to and from duty.

#### 348.7.2 CONCEALED FIREARMS PROHIBITED

No reserve deputy shall be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve deputies who are classified as Level I-D or possess a valid CCW license. An instance may arise where a reserve deputy is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve deputy may be permitted to carry a weapon more suited to the assignment with the knowledge and approval of the supervisor in charge of the detail.

Any reserve deputy who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to Departmental standards. The weapon must be registered by the reserve deputy and be inspected and certified as fit for service by a Departmental armorer.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve deputy shall have demonstrated his/her proficiency with said weapon.

When a reserve deputy has satisfactorily completed all three phases of training as outlined in Policy Manual § 350.4, he/she may apply to the Professional Standards Division for a CCW License per Penal Code §26150. The decision to issue a concealed weapon license shall be made by the Sheriff with input from the Reserve Program Coordinator and administrative staff. In issuing a concealed weapon license, a reserve deputy's qualification shall be individually judged. A reserve deputy's dedication to the program and demonstrated maturity, among other factors, shall be considered before a concealed weapon permit shall be issued. Once issued, the concealed

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weapon license shall be valid only for as long as the reserve deputy remains in good standing with the Orange County Sheriff-Coroner Department Reserve Deputy Program.

### **348.7.3 RESERVE DEPUTY FIREARM TRAINING**

All reserve deputies are required to maintain proficiency with firearms used in the course of their assignments. Reserve deputies shall comply with all areas of the firearms training section of the Policy Manual, with the following exceptions:

1. All reserve deputies are required to qualify quarterly
2. Reserve deputies may fire at the Department approved range at least once each month and more often with the approval of the Reserve Coordinator
3. Should a reserve deputy fail to qualify quarterly, that reserve deputy shall not be allowed to carry a firearm until he/she has reestablished his/her proficiency

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

The Reserve Coordinator shall develop a plan outlining an emergency call-out procedure for reserve personnel.

### **348.9 SEPARATION FROM SERVICE**

1. Depending on the length of service and age at separation, reserve deputies honorably separating from service to the Department may be issued a Department identification card in accordance with guidelines in Policy § 1052.6.3 Department Badge(s) / Identification Card. The issued Department identification card shall state, "Honorably Served" with dates of service to the Department and shall NOT indicate a "CCW Approved" endorsement unless the reserve deputy meets the requirements of Penal Code § 26300(c)(2).
2. Reserve deputies honorably separating from service who meet the guidelines for issuance of a Department identification card may also receive a flat badge, subject to the approval of the Sheriff (Policy § 1052.6.3).
3. Reserve deputies separating from service to the Department who meet the requirements of Penal Code § 26300(c)(2) shall be issued a CCW endorsement. All other reserve deputies separating from service to the Department shall not be issued a CCW endorsement per Penal Code § 25455. CCW licenses may be applied for under the provisions of Policy § 218 Carry Concealed Weapon License and Penal Code § 26150.