

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Ancillary Organization</b>		<b>P&amp;P-N-105</b>
<b>Reserve Deputy Unit</b>		
Effective Date: 04-01-19 Supersedes: 01-05-16	Approval: Sheriff	Number of Pages: 3
References:16-2.5-110 CRS, 16-2.5-101 CRS	Reevaluation Date: Annually	Standards: CALEA 1.2.1, 1.2.2, 16.3.1, 16.3.8, 35.1.2

**I. PURPOSE**

To establish guidelines for the operation of the Sheriff's Office Reserve Deputy Unit.

**II. DEFINITIONS**

***Direct Supervision***

Has the meaning as set forth in §16-2.5-110(6)(a), C.R.S.

***Express Direction***

Has the meaning as set forth in §16-2.5-110(6)(b), C.R.S.

***Peace Officer***

Has the meaning as set forth in §16-2.5-101, C.R.S.

***Reserve Deputy (Reserve Officer)***

Has the meaning as set forth in §16-2.5-110(1)(b), C.R.S.

**III. POLICY**

It is the policy of the Douglas County Sheriff's Office to use reserve deputy sheriffs to assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies, consistent with applicable law. Reserve deputies are sworn peace officers commissioned by the Sheriff. <16.3.1> No other person or body of any kind shall have authority over the Reserves other than the Sheriff and his appointed designees.

**IV. PROCEDURES**

The objective of the Reserve Deputy Unit is to provide the Douglas County Sheriff's Office with additional manpower and/or support in all divisions, during both daily operations and during times of increased need.

Reserve deputy sheriffs have the same authority and powers of arrest as full-time sworn deputy sheriffs while they are authorized to be on duty and are acting at the express direction or under the direct supervision of a fully P.O.S.T.-certified peace officers. <1.2.1><1.2.2> The selection criteria for reserve deputies shall be the same as for sworn employees. <16.3.2><16.3.9> Reserve Unit applicants must possess a minimum of a high school diploma or G.E.D and must meet state educational requirements at the time of appointment to reserve deputy status. <16.3.9> The Sheriff shall commission only those personnel who have completed the necessary P.O.S.T.-approved academy commensurate with their level of reserve deputy commission.

Reserve deputies may work in approved assignments which can include uniform patrol, civil, administrative, detention, special events posts and authorized special assignments.

Reserve deputies shall be deployed based on their demonstrated skills and abilities. The office has designated levels of proficiency to guide how personnel may be assigned.

### ***Level III Reserve Deputy***

Reserve deputy sheriffs who have successfully completed academy training (either reserve or full-P.O.S.T. academies) and are currently in a field training program with the Sheriff's Office. Level III reserve deputies are authorized to perform basic entry-level tasks such as special event details, crime scene security, traffic control posts, and any other assignments the reserve deputy has demonstrated competence to perform (at the discretion of the Patrol Division administrative lieutenant or division shift supervisor making such assignment). Level III reserve deputies shall not work in a solo status. They must work along-side a full-time sworn deputy, or with a Level II or Level I reserve deputy until they have successfully completed their field training program and shown proficiency in their skills and decision-making abilities.

### ***Level II Reserve Deputy***

Reserve deputy sheriffs who have successfully completed academy training (either reserve or full-P.O.S.T. academies) and have completed the field training program for their prospective assignment. To achieve Level II status, a reserve deputy shall:

- Successfully complete necessary field training;
- Consistently volunteer the expected hours of service to the Office;
- Demonstrate sound judgement and decision making;
- Successfully complete other training, as assigned.

Level II reserve deputies are authorized to work in two-man patrol units and work solo at special event assignments (at the discretion of the Patrol Division administrative lieutenant or division shift supervisor making such assignment).

### ***Level I Reserve Deputy***

Reserve deputy sheriffs who have developed knowledge and experience like that expected of fulltime deputy sheriffs may be designated Level I reserve deputies. To achieve Level I status, a reserve deputy shall:

- Successfully complete necessary field training;
- Consistently volunteer the expected hours of service to the Office;
- Demonstrate sound judgement and decision making;
- Demonstrate a level of skill and judgement necessary to work independently;
- Successfully complete training, as assigned.

Level I Reserve Deputies may be assigned solo status in their assigned division.

All Reserve Deputies are required by Colorado State Statute to be certified in firearms proficiency with the same frequency and subject to the same requirements as full-time deputies in the Sheriff's Office. <1.2.2><16.3.5><16.3.6> Reserve deputies who do not comply with the training requirements are not authorized to enforce the laws of the state of

Colorado and those who fail to maintain this basic requirement will be removed from the reserve program.

Reserve Deputies shall attend all mandatory training that is offered to commissioned personnel. Reserve Deputies shall volunteer a minimum of 160 hours a year. This includes attending all mandatory trainings and meetings and working assigned posts. Those individuals who are not able to fulfill their commitment may be disciplined, to include change in level designation or termination from the reserve deputy program.

Reserve deputies assigned to Patrol or Detentions divisions shall attend shift briefings. This will ensure that deputies receive pass on information, staff assignments, seven-minute training, and administrative updates.

The Patrol administrative lieutenant oversees and administers the reserve deputy program. A program coordinator, if named, may assist with managing the program by setting up meetings, scheduling, training, collecting statistical information, managing personnel records, etc. The coordinator will work with and answer to the Patrol administrative lieutenant. Reserve deputies will be assigned teams for administrative purposes, with a reserve deputy designated as a team leader. The team leader will work with the coordinator to help guide team members and mentor them. They will also be the contact person for situations where reserve deputies need to be called in for special events or emergencies.

Reserve deputies shall be evaluated annually. A supervisor in the division where the reserve deputy is assigned shall evaluate the reserve deputy's performance using standardized measures. The evaluation is intended to be an objective measurement of performance it should reinforce productive job behaviors and identify and correct any deficiencies and will be given to members annually. <16.3.8><35.1.2>

By Order of the Sheriff