

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Identification of Auxiliaries/Volunteers		CHAPTER/SECTION NO.: 11.12, 11.13	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>**See Master File</u> Sheriff	
Standard Number: 16.4.3			

11.12 Policy

- 11.12.1 Auxiliary Deputies will wear the uniform prescribed in Auxiliary Deputies Policies and WCSO P&P Chapter 28.
- 11.12.2 Auxiliary Volunteers will not wear Sheriff's Office uniforms but will be issued identification cards to identify their status with the Office. The Sheriff may authorize a shirt or uniform, readily distinguishable from that of a sworn deputy, for special volunteer assignments where instant identification may be necessary (Search and Rescue etc.).
- 11.12.3 All issued identification will be returned to the Sheriff's Office upon notification of separation from any position.

11.13 Procedure

- 11.13.1 Volunteers will be processed as follows, before receiving Sheriff's Office identification or after notice of separation:
 - A. Completed applications will be submitted to the Administrative Support Bureau Commander who will conduct a background investigation on each applicant.
 - B. After the background is completed, the application will be given to the Sheriff's Office data processor to have a County identification number issued and put into the system.

- C. The completed information will be returned to the Homeland Security and Special Operations Bureau where it will be given to the volunteer coordinator for filing and notification of approval or non-approval.
- D. If a volunteer leaves, the volunteer coordinator will take the person's file and give it to the Sheriff's Office Central Services Section Manager to remove the volunteer's information from the Office computerized data system, if necessary.
- E. The volunteer coordinator will ask the volunteer to surrender any identification he/she has obtained from the County and/or Sheriff's Office.