



WEBER COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURES
RESERVE DEPUTY PROGRAM

EFFECTIVE DATE: 12/11/08
AMENDS/SUPERCEDES:
STANDARD NUMBER: 16.3.1 – 16.3.8

REVIEW DATE: 12/11/08
REVISION DATE: 12/11/08
APPROVED: _____
Sheriff Signature

11.8.1 Purpose

To establish a sworn reserve officer position for interested and qualified parties to assist the Weber County Sheriff's Office in its duties.

11.8.2 Rationale

There are many positions or assignments in which volunteer assistance can be utilized within the Sheriff's Office. However, the designation and recognition of a sworn officer volunteer vs. civilian volunteer personnel is essential to avoid confusion and possible safety concerns of the public served.

11.8.3 Definitions

Reserve: A sworn officer / deputy, armed or unarmed who works less than full time, with or without compensation, and who, by their assigned function or as implied by their uniform, performs duties associated with those of a Weber County Sheriff's Enforcement or Corrections Deputy. The Sheriff recognizes a reserve officer may be called other titles, such as Reserve or Associate Officer, in other jurisdictions and statutes, and no confusion should arise because of such.

Deputy; Law Enforcement / Corrections: For the purposes of reserve assignments all references herein to a reserve function or assignment shall be as a Reserve Deputy.

11.8.4 Policy

- A. The Sheriff may designate individuals as Reserve Deputy Status on a part-time basis. Additionally those individuals desiring Reserve Deputy Status will meet the Sheriff's requirements for P.O.S.T. peace officer certification and State of

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Utah requirements in accordance with Title 53-13-105, UCA. **Specific policies and procedures for Reserve Deputy's are contained in the WCSO Reserve Deputy Policies and Procedures.**

- B. A potential reserve deputy candidate shall be subject to the same application process, requirements, reviews and background checks as a full time, employed Weber County Sheriff's Deputy.
 - 1. The Sheriff may reject any application for Reserve Deputy as long as said rejection is not based upon race, religion, sex or national origin.
- C. Function
 - 1. Personnel who have received Reserve Deputy status will be utilized by the Sheriff's Office and its respective office components, in the day to day delivery of law enforcement, corrections, and emergency services, or as deemed necessary by the Sheriff.
 - a. When authorized by a supervisor and/or shift supervisor, Reserve Deputies may augment regular Deputies in their assigned duties. They will be subject to the direction of the regular deputies, supervisors, and all applicable Weber County Sheriff's Office policies and procedures.
- D. Command Structure
 - 1. A Reserve Commander, Vice Commander, and Secretary shall be appointed by the Sheriff.
 - 2. Squad Leaders may be appointed by the Reserve command structure and Liaison.
 - 3. A Liaison Deputy or Deputies shall be appointed by the Sheriff.
 - 4. All of the above may act under the direction of a Bureau Commander if appointed by the Sheriff.
 - 5. All Reserve Deputies shall operate under the direction of a full time Deputy.

E. Rules and Regulations

1. Reserve Deputies will abide by all office policies, rules, and procedures at all times.
2. Reserve Deputies wishing to work for a duty shift that has not been previously assigned will coordinate with the Duty Sergeant and will be given an assignment by the Duty Sergeant. When possible, these arrangements should be made prior to reporting for duty.
3. When reporting for duty, Reserve Deputies will be in full uniform and properly equipped unless previously instructed otherwise. Uniform appearance and personal grooming will be neat and clean and meet Sheriff's Office policy.
4. Reserve Deputies will follow all lawful orders and instructions from ranking officers and full time deputies.
5. Reserve Deputies will handle special assignments that may be made. Special assignments may include guard duty, Fair Ground details, parades, traffic control, and any other detail that may be assigned by the Sheriff or the Sheriff's staff. When dates and times for special events have been set, Reserve Deputies will not work with full time Deputies unless, or until, the special assignment needs have been met.
6. Reserve Deputies are required to put in a minimum of twelve (12) hours monthly.
 - a. All special assignments, except those which the Reserve Deputy is being paid, will be counted toward the monthly required total of twelve (12) hours.
 - b. All mandatory training time shall be counted towards the monthly twelve (12) hour requirement.
 - c. Eight (8) hours of the monthly requirement must be served working special assignments when available.
 - d. A leave of absence may be granted by the Reserve Commander or Liaison for schooling, illness, or other reasons deemed appropriate. Such a leave of absence should be requested in writing. A leave of absence will relieve a Reserve Deputy of the monthly and yearly training requirements.

F. Compensation

1. Salary: Reserve Deputies serve as volunteers, without pay, except as approved by the Sheriff or his designee.
2. Workman's Compensation: Workman's Compensation is provided. Reserve Deputies shall be entitled to medical and hospital treatment and compensation for injury and death arising out of or in the course of Training, Duties, Assignments, or in the Performance of Duties during an emergency, as Disaster Service or Civil Defense Workers, as provided by Utah Code Annotated 1953 67-20-3.
3. Liability: A Weber County Reserve Deputy is afforded the same liability protection and coverage as a full time, employed Weber County Sheriff's Deputy while performing assigned duties as a reserve deputy.

G. Rules and Regulations

1. An Identification Card, Badge and/or such other insignia or evidence of identification as the Sheriff may prescribe shall be issued to each Reserve Deputy, who shall carry the card at all times when performing Reserve Deputy Duties. Each Reserve Deputy must surrender all Weber County Sheriff Office owned property promptly upon termination of membership.
2. Political Activity

Reserve Deputies, while acting in the capacity of a reserve deputy, shall not participate in any form of political activity nor shall they be employed directly or indirectly for political purposes as prohibited under County Ordinances and or State Law.
3. Termination of Reserve Deputy Status

The certification of Deputy status may be terminated at any time by the Sheriff without cause, and any member may resign from Reserve Deputy status at any time upon notifying the Sheriff or his appropriate designee of such resignation.
4. Conduct
 - a. No Reserve Deputy shall act in a manner unbecoming a Deputy Sheriff while on or off duty.

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- b. The Rules and Standards of Conduct which apply to Deputy Sheriffs shall also apply to Reserve Deputies.
- c. Disciplinary action of a Reserve Deputy may be initiated and will be directed, initially, to the immediate supervisor of the office component in which the reserve was working when said discipline became necessary. Further investigation, review, action or discipline of the reserve deputy may be determined and assigned as per the direction of the Sheriff and policy.
- d. The Sheriff may handle any discipline at a level deemed appropriate, and may rely on personal judgment, the recommendation of the appropriate supervisor or designee or judgments of office review and hearing boards.

5. Appearance

Reserve Deputies shall conform to appearance and grooming standards for Regular Deputies.

6. Off Duty Restrictions

- a. Specific restrictions for Reserve Deputies are outlined in Appendix A of the Weber County Sheriff's Office policy manual.
- b. Reserve Deputies are prohibited from carrying a concealed weapon while off duty unless authorized by permit pursuant to Title 53-5-704, UCA. Exception to this would be if the Reserve Deputy is employed by another law enforcement agency.
- c. Reserve Deputies shall not equip their personal vehicles with red and/or blue lights, sirens, radios or other such emergency vehicle equipment.
- d. Reserve Deputies will not exercise any peace officer's powers while off duty.
- e. Reserve Deputies will not engage in any outside employment that would require the use of any Weber County Sheriff's Office uniforms, badges, equipment, or peace officer powers or authority granted by the State of Utah or Weber County.
- f. Reserve Deputies are authorized to wear the Weber County Sheriff's Office uniform and assigned equipment only when

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actually functioning as a Reserve Deputy or when en route to or from the Sheriff's Office or a Sheriff's Office sanctioned event.

- g. Reserve Deputies may be employed by the Weber County Sheriff's Office as a part time employee to serve civil papers, work security details, or other details as they arise. When a Reserve Deputy is being paid by the Sheriff's Office for these or other events, they will be acting as a paid employee and not a Reserve Deputy.

7. Uniforms

- a. Reserve Deputies shall comply with uniform specifications outlined in WCSO Policy Chapter 28. Equipment and uniforms for reserve deputies, except for the shoulder patches and/or badge, are the same as for full-time deputies. Organizational members shall have their uniforms issued to them through the Sheriff's Office Quartermaster Program.
- b. Shoulder patches shall clearly identify a members' affiliation or Reserve Deputy designation.

8. Performance Evaluation

A Weber County Reserve Deputy shall have a performance evaluation conducted by the appropriate supervisor at least annually or as needed.

9. Policy Review

The Sheriff will review policy on a continuing basis in order to minimize the risk of liability to the office or member concerning Reserve Deputy status.

H. Training

- 1. Reserve deputies must receive Utah State P.O.S.T certification training and be certified as Peace Officers.
- 2. Reserve deputies will required to participate in a Field Training Officer Program equivalent to full-time deputies.
- 3. Reserve deputies shall receive and maintain in-service training equivalent to full time deputies as dictated by state law.

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4. Reserve deputies shall receive training and pass required certification testing on use of force issues and equipment before being allowed to carry and use such.
5. The Sheriff's Office shall make available any other training deemed necessary for the performance of any particular task a reserve deputy may be asked to perform.
6. All mandatory training time may be applied to the mandatory monthly service hours requirement.
7. Training that is not mandatory may be P.O.S.T. and/or Sheriff's Office acceptable, but will not be used toward the monthly service requirement after the forty (40) hour yearly mandatory requirement has been met.

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