

# **VENTURA COUNTY SHERIFF'S OFFICE**



## **RESERVE UNIT**

## **POLICY MANUAL**

Revised May 2019

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## **INTRODUCTION**

Reserve deputies are **sworn peace officers** under 832.6 of the Penal Code. P.O.S.T. also clarifies their use and deployment in their manuals and rules. Extracts of those sections are included below. Reserve Deputies in the Ventura County Sheriff's Office are used primarily to provide support and assistance for the full-time deputies and the County in a variety of ways. Reserve deputies are subject to the same Policies and Procedures as are the full-time deputies. Reserves work in a variety of assignments and areas within the Department. This manual is meant to supplement the existing Policy Manual and provide clarification for reserves, as well as those who interact with reserves. Reserves should direct their questions through the chain of command. The reserve command staff (reserve senior deputies, reserve sergeants, reserve captains, coordinators, etc.) will address any questions on these policies, as appropriate.

The Ventura County Sheriff's Office utilizes reserves in a variety of ways, including Level I and II reserves, and Level III technical reserves, who are generally utilized in non-patrol functions.

## **DEFINITIONS**

1. Designated Level I (DL I) refers to a trained reserve officer as described in Penal Code Section 832.6(a) (1). Per 830.6(a)(2) P.C. has full powers and duties (24 hours per day), and may be assigned specific police functions whether or not working alone, or to the prevention and detection of crime and the general enforcement of the laws of this state.
2. Non-Designated Level I (NDL I) refers to a trained reserve officer as described in Penal Code Section 832.6(a) (1). Per 830.6(a) (1) P.C. has peace officer authority on duty only for the duration of a specific assignment. May work alone and be assigned to the prevention and detection of crime and the general enforcement of the laws of this state.
3. Level II (LII) refers to a trained reserve officer as described in Penal Code Section 832.6(a) (2). Has peace officer authority on duty only for the duration of a specific assignment. Must

work under the immediate supervision of a peace officer possessing a POST basic certificate, when assigned to the prevention and detection of crime and the general enforcement of the law of this state.

4. Level III (L III) refers to a trained reserve officer as described in Penal Code Section 832.6(a) (3). Has peace officer authority on duty only for the duration of a specific assignment. Is deployed in such limited support duties as would not require the exercise of general law enforcement powers in their routine performance.

## **CHAPTER I**

### **RESERVE UNIT ORGANIZATION**

#### **ORGANIZATION FOR COMMAND**

The supervision of operations and the coordination of effort are hereby established in conformity with the organizational chart included in this manual.

#### **CHAIN OF COMMAND**

All official communication of the reserve organization shall be confined to official channels. The chain of command shall be respected in this regard.

#### **RANKING RESERVE DEPUTIES**

The reserve command staff and divisional order of rank shall be:

1. Captain
2. Sergeant
3. Senior Deputy
4. Deputy

#### **DEPARTMENT CAPTAIN (Reserve Unit Manager)**

The Department captain assigned as the manager of the Reserve Unit is responsible for administrative and operational aspects of the Reserve Unit. The Department captain may delegate authority to the Reserve Coordinator on matters involving the Reserve Unit.

#### **RESERVE COORDINATOR**

The reserve coordinator is responsible to the designated Department captain in all matters, and their directives shall be obeyed as though issued by the Department captain.

The coordinator, being the representative of the Department captain, shall supervise the operation of the Reserve Unit and provide management input and direction to the Reserve Unit as authorized by the Department captain.

### **STATION RESERVE COORDINATOR (S)**

The station reserve coordinator shall be selected with the concurrence of the Department captain. A station reserve coordinator shall handle the normal activities of the reserve deputies assigned to their station and ensure information is provided to the Reserve Coordinator and Department captain on matters affecting the Reserve Unit. The Department captain may temporarily assign a Station Reserve Coordinator as the Reserve Coordinator in the absence of the regular Reserve Coordinator.

### **PERFORMANCE EVALUATIONS**

The station coordinator and reserve captain should review and discuss the performance of reserve members. Each reserve deputy will have a written performance evaluation completed annually by their station coordinator. The station coordinator will solicit input on the reserve deputy's performance from the reserve captain, other station patrol supervisors, other deputies and the reserve deputy being evaluated. The completed and signed performance evaluation will be returned to the Department Reserve Coordinator for forwarding back to Sheriff's Personnel.

### **REPORTS**

The reserve captain will submit reports annually for review by the Department captain. These reports shall reflect reserve activities including hours.

### **RECRUITMENT**

Recruitment of qualified reserve personnel is a function of Sheriff's Human Resources-Personnel. Reserves may assist recruitment efforts by attending the reserve academy graduation, community outreach activities, etc., with the approval of Sheriff's Human Resources and the Reserve Coordinator.

### **RESERVE CAPTAIN**

The reserve captain shall be directly responsible to the reserve coordinator and station reserve coordinator and shall:

1. Be responsible for giving adequate supervision and assistance to their staff.
2. Coordinate, with the reserve coordinator and station reserve coordinator, the training, discipline, and morale within the Reserve Unit.
3. Advise the reserve coordinator and/or the station reserve coordinator of any

conflicts or concerns.

4. Provide recommendations to the reserve coordinator and/or the station reserve coordinator for improving the operations and activities of the Reserve Unit.
5. Perform other duties as assigned by the reserve coordinator and/or the station reserve coordinator.

### **RESERVE SERGEANT**

Reserve sergeants shall have direct responsibility within the unit for training, logistics, and administration, or other duties as assigned. In the absence of the reserve captain, the reserve sergeant shall fulfill the duties of the reserve captain, with the approval of the Reserve Coordinator or Department captain. The reserve sergeant will be responsible for ensuring that each reserve deputy is appropriately scheduled to work at least 16 hours monthly on average.

### **RESERVE SENIOR DEPUTY**

The reserve senior deputy will have responsibility for record keeping, special event coordination and any other duties as assigned. In the absence of the reserve captain and reserve sergeant, the reserve senior deputy shall fulfill the duties of the reserve captain and reserve sergeant, with the approval of the Reserve Coordinator or Department captain.

### **PROMOTION TO DIFFERENT RESERVE LEVELS**

The P.O.S.T. and P.C.832.6 rules for classification of reserves to the different levels must be followed. For promotion to Level I, in addition to P.O.S.T. and PC requirements, the reserve must submit their request in writing and include; documentation of formal completion of the F.T.O. program, station sergeant's recommendation as competent, and the P.O.S.T. form for promotion to Level I will be completed and signed. All information will be submitted through the reserve chain of command to the Department captain for review.

## **PROMOTIONAL PROCESS FOR THE RANK OF RESERVE CAPTAIN, SERGEANT AND SENIOR DEPUTY**

### **Application requirements**

1. Promotion to Reserve Captain: Applicant must have five (5) years of experience, three (3) years as a reserve sergeant with the Ventura County Sheriff's Office.
2. Promotion to Reserve Sergeant: Applicant must be a Reserve Senior Deputy and have three (3) years of experience as a reserve deputy with the Ventura County Sheriff's Office, not including their field training or probation period.
3. Promotion to Reserve Senior Deputy: Applicant must have two (2) years' experience as a reserve with the Ventura County Sheriff's Office, not including their field training or probation period.
4. Maintain appropriate reserve status (Level I preferred) as prescribed by Section 832.6(a) PC.
5. Resume.

### **Selection Process**

Each applicant will participate in a selection interview. The oral board will be composed of the reserve coordinator, one station reserve coordinator, and the reserve captain. Reserve promotability is based on the following criteria

1. Ride/meeting attendance
2. Overall ability (administrative, management/leadership, and knowledge of Department regulations).
3. Oral board questions
4. Performance appraisal review, up to last 5 years



**RESERVE UNIT ORGANIZATIONAL CHART**

Sheriff

Undersheriff

Patrol Services Assistant Sheriff

East County Patrol Commander

Department Captain

Reserve Coordinator (Sergeant)

Reserve Captain

Administrative Reserve Sergeant

Patrol Reserve Sergeant

Reserve Senior Deputies

Reserve Deputies

## **CHAPTER II**

### **RESERVE DEPUTY SELECTION AND APPOINTMENT**

#### **COUNTY EMPLOYEES**

Other county employees may hold the position of reserve deputy sheriff if the following conditions are met:

1. Permission of the Human Resources Bureau following established guidelines set by the Department.
2. There shall not be a conflict of interest, and reserve status cannot adversely affect the duties, responsibilities, or job performance of full-time employment.

#### **PROBATIONARY/TRAINING PERIOD**

All reserve deputies shall successfully complete a period of probation commencing on their induction. Successful completion of the Department's F.T.O. program will be included in the probationary period for reserve deputy. Probation will continue until the F.T.O. program is completed and approved by the station coordinator and the Department captain. During the probationary period, the reserve must turn in an evaluation for each shift worked. Reserves normally are not eligible to work other details other than patrol until they have been removed from probation/training status, this includes Department collateral assignments. Exceptions must be approved by the Department captain.

Should it become apparent that a reserve deputy is not fulfilling the minimum requirements, the following procedures will be followed:

1. Documentation and counseling regarding deficiencies
2. Counseling/Training
3. Presentation of documentation and recommendations up to and including termination

All probationary reserve deputies working patrol shall be assigned to a regular F.T.O.

Level 1 reserve deputies are required to complete the mandated training for compliance with the P.O.S.T. Level I certification.

Level 2 reserve deputies are required to complete the modified FTO program developed by the Sheriff's Office.

A reserve deputy on training shall work a minimum of 16 hours in patrol each month with a FTO. The station reserve coordinator will coordinate with the station FTO coordinator to determine which FTO the reserve deputy will train with. Additionally, it is the goal of the training program to expose a new reserve deputy to different styles of training. Therefore, every four months, the reserve deputy will be assigned to a different FTO. However, this does not preclude the station reserve coordinator or station FTO coordinator from reassigning a reserve deputy to another FTO in the absence of their regular FTO.

## **CHAPTER III**

### **RESERVE DEPUTY DUTIES AND RESPONSIBILITIES**

#### **DUTIES**

During assigned duty hours the primary function of the reserve deputy shall be to provide assistance to regular deputies in the performance of their duties. The reserve deputy shall also preserve the public peace, prevent crime, protect life and property, and carry out the general functions and duties of their specific operational assignment.

#### **DUTY ASSIGNMENT**

Each reserve deputy shall work a minimum of 12 hours per month unless an exemption is granted by the department captain (or designee). These hours must be worked in a combination of the following activities:

- With a full time deputy in patrol "patrol time". This includes call outs, perimeter control, DUI checkpoints, 2-deputy reserve car or other special assignments where the reserve deputy is working in the same capacity as a full time deputy and under the direct supervision of a full time deputy.
- Other non-patrol assignments may be authorized by the department captain that can also satisfy the minimum patrol hours (i.e., investigation, warrant service, special events, administrative, etc.).
- Paid Details. Paid details may not count as patrol time. While reserves are encouraged to sign up for paid details, only 6 hours per month will be counted towards time worked.

The remaining hours can include training, meetings, reserve association business, etc. The department captain (or designee), on a case-by-case basis, may authorize that some non-patrol details will fulfill the patrol 12-hour requirement.

#### **ASSIGNMENT OF RESERVE DEPUTIES**

Area assignment of reserve deputies will be made by the reserve coordinator or their designee, with the final approval by the Department captain. The final decision will be based on factors, which include departmental need, staffing concerns, and personal request. It is expected that a

reserve deputy will complete their field training and probationary period in the area assigned by the reserve coordinator or their designee.

### **SCHEDULING OF RESERVE DEPUTIES**

The scheduling of reserve deputies shall be accomplished in a manner, which provides the most efficient and effective deployment of reserve personnel. The station reserve coordinator is responsible for the scheduling of reserve deputies and should consider the following factors:

1. Needs of the Department
2. Emergency or unusual calls for service
3. Special events/details
4. Availability of reserve deputies on the days requested

A reserve deputy shall notify the reserve sergeant, station sergeant, or supervisor when they will be absent from a scheduled assignment. Any absence will require a written memo submitted to the reserve captain, listing reasons for the absence, by the next reserve meeting.

### **Reserve Radio Call Signs**

Ventura County Sheriff's Reserve Deputies assigned to work a 2-deputy reserve car are generally identified by the following call sign(s); 4E60, 4E61, 4E62, 4E63, 4E64 out of the East County Sheriff's Station.

All non-Level I reserve deputies shall be under the immediate supervision of a full-time officer possessing a basic POST certificate.

**Immediate supervision** is defined as being under the direction of a peace officer who is in the physical proximity of and available to the reserve officer. However, necessary allowance is permitted for temporary separations.

Level I reserve deputies working alone or in pairs may be assigned to general law enforcement duties, with prior permission from the department captain or at the direction of the watch commander.

**It is not the intent of this general order to limit any watch commander or field supervisor from utilizing a Level 2 reserve deputy as a Level I reserve in a critical incident or temporary emergency situation.**

### **ABSENCE WITHOUT PROPER LEAVE**

No member shall be absent from assigned duty without proper leave, except when unable to report for duty at the prescribed time because of personal or family sickness or injury, or work conflict.

### **CALL-OUT OF RESERVE UNIT**

Any watch commander or field supervisor may initiate a call-out of the Reserve Unit to assist in an extraordinary situation. In the event of a call-out, the reserve captain or reserve sergeant should be notified.

### **LEVEL III AND TECHNICAL RESERVES**

Technical and Level III reserves must adhere to this manual and must attend the monthly meetings and put in the required monthly hours. They may not operate a marked or unmarked emergency vehicle unless authorized. Although no F.T.O. program is required, probationary time (Section 2.10) is still subject to the one year and command staff approval for removal from training/probationary status.

### **PATROL RESERVES WORKING AS TECHNICAL RESERVES**

All Level 1 reserve deputies must complete the full FTO Program before being patrol certified. If, after completion of the FTO Program a Level 1 reserve deputy works less than six patrol shifts in one year, they will be unable to work as a Level 1 reserve deputy until authorized and approved by the department captain.

## **CHAPTER IV**

### **RESERVE TRAINING AND MEETINGS**

#### **RESERVE UNIT MEETINGS**

The Sheriff's Reserve Unit shall hold regular meetings. The meetings shall be conducted by the reserve coordinator or their designee presiding. The station reserve coordinator(s) are encouraged to attend the meetings. A brief synopsis (minutes) will be kept of all regular meetings.

#### **ATTENDANCE**

One of the primary goals of reserve meetings is the accomplishment of training and communication. As such, attendance at the scheduled meetings is mandatory. Unexcused absences may result in a progressive disciplinary action, up to and including termination.

#### **RESERVE TRAINING**

It shall be the duty of the reserve coordinator and the station coordinators to ensure that each reserve deputy meets or exceeds the required standards of the Ventura County Sheriff's Office and/or the State of California P.O.S.T. mandates for reserve officers.

As of July 1995, state law requires that all Level I reserves meet the minimum continuing professional training (CPT) requirements. Every reserve deputy, regardless of level, shall satisfactorily complete 24 or more hours at least once every two years of POST certified training. This requirement may also be met by satisfactorily completing one or more of the certified technical courses totaling 24 or more hours, or satisfactorily completing an alternative method of compliance as determined by POST.

#### **MANDATORY TRAINING**

Any and all training deemed necessary and provided for by the Ventura County Sheriff's Office and the State of California Commission on Peace Officer Standards (P.O.S.T.). Failure to obtain the training specified within a prescribed time may result in disciplinary action.

## **CHAPTER V**

### **RESERVE REGULATIONS**

#### **RESERVE INSIGNIA**

Reserve rank insignia will not be worn except during reserve only functions/inspections, funerals and special programs. Reserve deputies shall wear the same uniform and badge as a full-time deputy, except the badge number sequence may be different from the full-time deputy.

#### **RESERVE ADMINISTRATION**

Reserve units have a hierarchy, which is essential for administrative and disciplinary control. In addition, ranking reserve deputies shall provide necessary supervision when reserve personnel are utilized other than in conjunction with regular deputies and/or assignments.

#### **HOURS OF DUTY**

Reserve deputies shall have assigned duty hours and when not so engaged they shall be considered "off-duty." "On-Duty" shall be in accordance with 830.6 of the Penal Code.

#### **FIREARMS AND IDENTIFICATION CARD**

A reserve deputy shall carry or have in their immediate presence, while on-duty, their identification card.

A reserve deputy may carry concealed firearms when off-duty in accordance with the CCW endorsement on the back of their ID card

#### **TRANSFERS**

Reserve deputies desiring to transfer to another division or another station within the division, shall submit their request in writing through the reserve captain to the reserve coordinator(s). The coordinator(s) shall review the request and, if the transfer is determined by the Department captain to be in the best interest of the individual and the department, it shall be granted.



## **CHAPTER VI**

### **COMPENSATION - BENEFITS - RETIREMENT**

#### **COMPENSATION**

The position of reserve deputy sheriff is a voluntary, appointed position, and as such is non-compensated (or nominally compensated) except for the benefits described within this chapter.

#### **OFF-DUTY EMPLOYMENT**

No reserve deputy shall wear the uniform of the Department nor identify himself as a deputy sheriff while employed in any occupation, which has not been authorized by the Department.

No reserve deputy shall be employed and compensated as peace officer without the prior approval of the reserve coordinator, Department captain or the Sheriff.

#### **COMPENSATION / HOURLY RATE**

The Ventura County Sheriff's Reserve Unit is considered a volunteer organization under the criteria set forth in the Fair Labor Standards Act (FLSA), and as such, no compensation is authorized for services by members in the regular performance of their duties. However, reserve deputies may at times be compensated for special assignments or details, i.e. football games, dances, parades, etc. The rate of pay for special assignments will be based on the pay for a bottom step regular deputy, without benefits.

The payment of reserve deputies working special assignments or details is handled directly through the organization or city that contracted the work. Neither the Sheriff's Office's Business Office nor the County Auditor generally handles these funds. An exception occurs during election years when reserve deputies are employed by and compensated by the County Elections Division.

## **CHAPTER VII**

### **UNIFORMS AND EQUIPMENT**

#### **UNIFORM ALLOWANCE**

A reserve deputy, after one year of service, shall be eligible to receive a uniform allowance to defray the cost of uniform replacement and cleaning. The amount of this allowance shall be determined by the Sheriff. Newly hired reserves will be eligible to receive the uniform allowance if hired before May 1. Retiring reserve deputies are not eligible to receive the uniform allowance if they retire before Nov. 1.