



ALACHUA COUNTY SHERIFF'S OFFICE

165 – Reserve Unit

PUB: 10/20/23
STATUS: Current

- I. **EFFECTIVE DATE:** October 02, 2023
RESCINDS: ACSO 165 of August 11, 2023
- II. **SCOPE AND PURPOSE** – This directive regards all Alachua County Sheriff's Office (ACSO) Auxiliary and Reserve Deputies and establishes procedures for the maintenance of a versatile Reserve Unit.
- III. **DISCUSSION** – The inherent nature of law enforcement creates demands for additional law enforcement personnel in situations such as natural disasters, planned events, or in supplementing routine law enforcement operations. Skilled community volunteers in law enforcement supplement the full-time force to achieve operational resiliency and foster community involvement.
- IV. **POLICY** – The ACSO will maintain a Reserve Unit of various classifications of deputies who can assist the ACSO in its mission. Trained and certified by the Criminal Justice Standards and Training Commission (CJSTC) as law enforcement officers under Florida Statute [943.10\(6\)](#), or as individuals who aid or assist law enforcement officers under Florida Statute [943.10\(8\)](#), members of ACSO Reserve Unit may be utilized for law enforcement functions based on their classification and training. Auxiliary and Reserve Deputies may be utilized for law enforcement functions the same as full-time deputies as set forth below, have the same liability coverage as full-time deputies and are governed by ACSO directives. [CFA 2.08M]
- V. **FRS RETIREE CONSIDERATION** – Paid service, even in an unpaid Reserve position, may affect a volunteer's FRS black-out period. Retirees in the FRS system should contact FRS prior to Reserve service to familiarize themselves with the current FRS rules and parameters that apply to them. Each volunteer is responsible for knowing their own retirement regulations.
- VI. **FORMS**
[Reserve Deputy – Report of Court Proceeding Hours](#), ACSO 16-01
- VII. **DEFINITIONS/FLORIDA LAW**
 - A. Florida Statute [943.10\(6\)](#) defines a part-time law enforcement officer as *"...any person employed or appointed less than full time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state."*
 - B. Florida Statute [943.10\(8\)](#) defines an auxiliary law enforcement officer as *"...any person employed or appointed, with or without compensation, who aids or assists a full-time or part-time law enforcement officer and who, while under the direct supervision of a full-time or part-time law enforcement officer, has the authority to arrest and perform law enforcement functions."*

- C. Effective July 01, 2023, Florida Statute [121.091](#) established subsection (15), which addresses the twelve (12) month period immediately following retirement from the FRS system by allowing for “volunteer services,” as follows:
1. *“Employers may establish postemployment volunteer programs to allow retirees to provide civic, charitable, and humanitarian services during the first 12 calendar months following retirement without causing the retiree to violate the requirement concerning termination of employment as defined in 26 C.F.R. s. 1.409A-1(h)(1)(ii), provided that the program meets all of the following criteria:*
 - a. *(a) Before the date of retirement, there was no agreement or understanding between the employer and the retiree that the retiree would provide any service for the employer.*
 - b. *(b) The employer or a third party may not provide any form of compensation, including any cash equivalents, to a volunteer for his or her volunteer service.*
 - c. *(c) Except as otherwise provided in law, a volunteer may not be provided any employee benefits, including health or life insurance benefits. However, a volunteer may be provided certain perquisites necessary for, and for the limited purpose of, completing tasks associated with the volunteer program, such as an assigned uniform or the provision of equipment.*
 - d. *(d) The number of volunteer hours per week, including training hours, that the volunteer may provide is no more than 20 percent of the number of hours that the volunteer was expected to work per week before his or her date of retirement.*
 - e. *(e) There is a clear distinction between the duties of a volunteer and the duties of an employee.*
 - f. *(f) The schedule of a volunteer, including the number of hours volunteered and the number and type of assignments for which he or she agrees to volunteer, is controlled by the volunteer.*
 - g. *(g) The employer and the retiree are both required to maintain adequate records to document adherence to the criteria listed in this subsection. The records must be made available to the department or state board upon request.”*

VIII. PROCEDURES FOR IMPLEMENTATION

A. Qualifications and Selection [CFA 9.06M & 9.07]

1. Reserve Unit applicants must meet the same background and pre-appointment qualifications as required of a full-time deputy.
2. All Auxiliary and Reserve Deputies must successfully complete an 18-month probationary period upon entry into the Reserve Unit.
3. Reserve Unit applicants must possess a current CJSTC certification specific to the classification for which they are applying.
4. Reserve Unit applicants will submit their applications through the application system used by Human Resources (HR) to review and screen applicants.

Qualified applicants will be processed through HR for an oral board, background investigation, physical agility and the remainder of the pre-appointment process, the same as the pre-hire process for full-time deputies.

5. Auxiliary and Reserve Deputies are not required to reside within Alachua County; however, if they are approved by the Sheriff, or their designee, to be issued a fully marked patrol car, they will abide by [ACSO 223](#) – Use and Maintenance of ACSO Fleet Vehicles.

B. Reserve Unit Chain of Command – The Reserve Unit will be under the supervision of the Patrol Operations Division Administrative Lieutenant.

1. The Reserve Unit has a classification structure organized according to their respective legal authority and training, but no rank structure.
2. The Patrol Operations Division Administrative Lieutenant is responsible for organizing, planning and directing the Unit's day-to-day personnel and functions.
3. Classification within the Reserve Unit will be:
 - a. Auxiliary Deputy
 - b. Reserve Deputy Trainee
 - c. Reserve Deputy I
 - d. Reserve Deputy II

C. Reserve Unit Classifications [CFA 10.14M]

1. Auxiliary Deputy – Unit members who have met the training requirements prescribed by the CJSTC for individuals who aid and assist law enforcement pursuant to Florida Statute [943.10\(8\)](#). Auxiliary Deputies, while under the direct supervision or control of a non-probationary full-time Deputy Sheriff, Reserve Deputy I or Reserve Deputy II will have the authority to carry firearms, make arrests and perform law enforcement functions. [CFA 9.07, 10.14M]
 - a. Auxiliary Deputies must have successfully completed the CJSTC Auxiliary Law Enforcement Academy and effective July 1, 2017, passed the State Officer Certification Examination.
 - b. Auxiliary Deputies will meet the ACSO Training Requirements outlined in section VII.D, before being deployable in any manner described below.
 - c. Auxiliary Deputies can only perform law enforcement functions in the Patrol Operations Division and Special Operations Division, under the supervision or control of an approved, non-probationary full-time deputy or Reserve Deputies I and II, while riding as a two-person unit.
 - d. Auxiliary Deputies are not eligible to work extra-duty details, unless specifically authorized by the Extra Duty Coordinator, Patrol Operations Division Administrative Lieutenant, Patrol Operations Division Commander and Major of Operations.
 - e. Limitation of Authority – An Auxiliary Deputy shall only function while under the supervision of, or under the direct control of, or directly

accountable to, a non-probationary full-time Deputy Sheriff, Reserve Deputy I or Reserve Deputy II who is in the immediate vicinity of a particular situation. An Auxiliary Deputy shall possess only those arrest powers or law enforcement authority provided by law. Reports, citations, affidavits and other official paperwork signed by an Auxiliary Deputy shall be co-signed by the full-time Field Training Deputy to whom they are accountable.

- f. An Auxiliary Deputy shall be subject to the rules, regulations, policies and procedures of the ACSO with regard to firearms and shall carry only those firearms with which they have demonstrated proficiency in official qualifications courses. An Auxiliary Deputy is permitted to carry a firearm only in accordance with the provisions of Florida Statute [790.06](#) and Florida Statute [790.25](#). An Auxiliary Deputy is not authorized by the Sheriff to carry a concealed firearm in the capacity of an off-duty law enforcement officer under Florida Statute [790.052](#), and an Auxiliary Deputy has no duty to take law enforcement action when off duty unless directed to do so by, and under the direct supervision of, a full time Deputy Sheriff. An Auxiliary Deputy may carry a concealed firearm as a private citizen as exempted under Florida Statute [790.06\(5\)\(b\)](#), and the Sheriff as set forth in Florida Statute [790.052\(1\)](#) shall not be liable for any actions taken by the Auxiliary Deputy who takes off-duty action as a private citizen with a concealed firearm carried under Florida Statute [790.06\(5\)\(b\)](#).
- 2. Reserve Deputy Trainee – Unit members who are current CJSTC certified law enforcement officers pursuant to Florida Statute [943.10\(6\)](#) with statutory powers to arrest and carry a firearm, but have not completed ACSO training to be a solo Deputy Sheriff.
 - a. Individuals in this classification have met one (1) of the requirements below prior to their employment at ACSO as a Reserve Deputy Trainee.
 - i. Current Florida CJSTC certified law enforcement officer, with an active certification.
 - ii. An out-of-state officer, federal officer, or previously certified Florida officer pursuant to Florida Statute [943.131\(2\)\(a\)](#) or a service member of the special operations forces pursuant to Florida Statute [943.131\(2\)\(b\)](#), who has successfully completed the “Equivalency of Training” process as outlined by the Florida Department of Law Enforcement (FDLE).
 - b. A Reserve Deputy Trainee is only deployable as a trainee in a manner consistent with ACSO 425.
 - c. A Reserve Deputy Trainee can only perform law enforcement functions in the Patrol Operations Division as a trainee consistent with ACSO 425.
 - 3. Reserve Deputy I – Unit members who are current CJSTC certified law enforcement officers pursuant to Florida Statute [943.10\(6\)](#) with statutory powers to arrest and carry a firearm.
 - a. Individuals in this classification have met one (1) of the requirements below prior to their employment at ACSO as a Reserve Deputy I.

- i. Current CJSTC certified law enforcement officer, with an active certification, who has never been employed as a full-time law enforcement officer in the State of Florida.
 - ii. Current CJSTC certified law enforcement officer, with an active certification, who has been employed as a full-time law enforcement officer in the State of Florida.
 - iii. An out-of-state officer, federal officer, or previously certified Florida officer pursuant to Florida Statute [943.131\(2\)\(a\)](#) or a service member of the special operations forces pursuant to Florida Statute [943.131\(2\)\(b\)](#), who has successfully completed the “Equivalency of Training” process as outlined by the Florida Department of Law Enforcement (FDLE).
 - b. A Reserve Deputy I will meet the ACSO training requirements outlined in section D, before being deployable in any manner described below.
 - c. A Reserve Deputy I can only perform law enforcement functions in the Patrol Operations Division, unless specifically authorized by the Patrol Operations Division Administrative Lieutenant, Patrol Operations Division Commander or Major of Operations and the affected Division Commander.
 - d. They are permitted to work alone and perform all law enforcement duties with routine supervision by their division supervisors on duty at the time of their shift.
4. Reserve Deputy II – Unit members who are current CJSTC certified law enforcement officers pursuant to Florida Statute [943.10\(6\)](#) with statutory powers to arrest and carry a firearm.
- a. Individuals in this classification have prior employment at ACSO for six (6) months or more and have completed the mini academy and field training. They are permitted to work alone and perform all law enforcement duties with routine supervision by their division supervisors on duty at the time of their shift.
 - b. A Reserve Deputy II will meet the continuing ACSO Training Requirements outlined in section D, before being deployable.
 - c. A Reserve Deputy II may volunteer in any division of ACSO as approved via the Patrol Operations Division chain by the Major of Operations and the affected Division Commander.

D. Training Requirements

- 1. All Reserve Deputy Classifications are required to complete the following training within eighteen (18) months from the day of their appointment/employment:
 - a. The new hire training process as outlined in DMS under the [Field Training and Evaluation Program \(FTEP\) Manual](#), and
 - b. [ACSO 425 – Training and Employee Development](#).
- 2. The ACSO Training Bureau will schedule one (1) Reserve Unit training day per training cycle on a Saturday. Any member of the Reserve Unit may opt

to attend a regularly scheduled in-service training day instead of the Reserve Unit training day by coordinating and obtaining approval in advance from the Training Bureau and the Patrol Operations Division Administrative Lieutenant.

3. Any Reserve Deputy failing to maintain training proficiency will be subject to removal from the Unit. The Patrol Operations Lieutenant will make notifications through the chain for any failures to qualify.

E. Equipment

1. Auxiliary Deputies, Reserve Deputies I and Reserve Deputies II shall be issued the same equipment as a full-time deputy with the exception of a patrol vehicle, laptop computer, body-worn camera, and portable radio.
 - a. When working in the uniform of the day, they shall wear the same uniform as full-time deputies. An Auxiliary or Reserve Deputy shall wear a pin above the nametag, which reads "*Reserve*."
 - b. An Auxiliary Deputy's badge shall read "*Deputy Sheriff*" and their ACSO Identification Key Card will read "*Auxiliary Deputy*." It will have additional language specifying their limited authority, to read: "*Authority exists only when under the span of control of an approved full-time Deputy Sheriff*."
 - c. Reserve Deputy badges shall read "*Deputy Sheriff*" and their ACSO Identification Key Card shall read "*Reserve Deputy Sheriff*." An Auxiliary or Reserve Deputy shall be subject to the rules, regulations, policies and procedures of the ACSO with regard to firearms and shall carry only those firearms with which they have demonstrated proficiency in official qualifications courses.
2. Patrol vehicles, laptop computers, body-worn cameras and portable "cache" radios are retained by the Patrol Operations Division Administrative Lieutenant for use by Reserve Deputies. The patrol vehicle(s) shall have all the same equipment as that of a full-time Deputy.
3. Patrol vehicles shall be checked out from the Patrol Operations Division Administrative Lieutenant during normal business hours or a Watch Commander, if after hours. Vehicles shall be inspected by their driver before and after all shifts and any problems or damage will be reported immediately by phone and e-mail to the Patrol Operations Division Administrative Lieutenant or the Watch Commander if after hours.
4. ACSO Identification Key Cards issued to all Reserve Unit classifications are issued equipment and are to be turned in when service is terminated.

F. Service Obligations to Maintain Reserve Unit Status

1. Auxiliary and Reserve Deputies are required to serve thirty-two (32) hours of volunteer work/duty per calendar quarter to maintain their status, as follows:
 - a. The following hours worked will count towards the thirty-two (32) hours of service obligation per calendar quarter:
 - i. Patrol within the Patrol Operations Division
 - ii. In-Service Training

- iii. Review of the Directive Management System (DMS)
 - iv. Court time calculated pursuant to ACSO 332
 - v. Special assignments authorized by the Sheriff.
 - vi. Extra Duty or partnership details by Command request (Requires pre-approval from the Major of Operations.) Example: Community event approved by the Sheriff where full-time personnel were unable to staff it.
2. Any paid hours of work/duty, to include extra duty or court, do not count towards the thirty-two (32) hours of service obligations.
 3. Volunteer duty shall be scheduled with the Patrol Operations Lieutenant, who will coordinate requested service times with the affected division commander. For operational planning, the Auxiliary or Reserve should schedule their service hours at least two (2) weeks in advance.
 4. All Reserve Deputies are required to attend scheduled Reserve Unit meetings. Generally, there is one (1) meeting each calendar quarter. Unless otherwise specified by the Patrol Operations Division Administrative Lieutenant, all Reserve Unit members in attendance will be wearing the uniform of the day. Auxiliary and Reserve Deputies with unexcused absences will be subject to removal from the Unit.
 5. Reserve Unit members will report their service obligation hours electronically to the Patrol Operations Division Administrative Lieutenant, who will periodically audit the system to ensure accuracy.

G. Call Out Procedures

1. All Command Staff members at the rank of Captain and above are authorized to request a callout of members of the Reserve Unit. A call out is made by sending the request to the Patrol Operations Division Administrative Lieutenant or Patrol Operations Division Commander. Patrol Operations shall ensure the responding Reserve Unit member has the proper classification and meets the standards to fulfill the request.
2. When the Reserve Unit is called out, the Patrol Operations Division Administrative Lieutenant will contact the needed Reserve Unit members. If the Patrol Operations Division Administrative Lieutenant is unavailable, contact will be made up the Patrol Operations Division's chain of command.
3. Notification of Reserve Unit callouts will be made by Patrol Operations via the chain of command to the Major of Operations.

H. Court Time – Court time is defined as time spent in a deposition or a court appearance where your physical presence is required for testimony. Testimony given by telephone is not Court Time, see section VII.I.

1. Auxiliary and Reserve Deputies will receive twenty-five dollars (\$25) per hour for court time with a minimum payment of three (3) hours. There are no guarantees that funding will be available each year to continue this practice. The continuation and approval of payment shall be reviewed at the start of each new fiscal year around October 1st to determine if funding is still available. This will be evaluated on a year-to-year basis and final approval must come from the Sheriff or Chief Deputy in order to continue this practice.

2. If you have more than one (1) deposition or court appearance within this three-hour minimum, it will be considered one (1) court time. To receive another three (3) hours of court time on the same day, the next court time would have to fall outside of the original three (3) hours.
3. To receive payment, [Reserve Deputy – Report of Court Proceeding Hours](#), ACSO 16-01, must be completed and signed by the Auxiliary or Reserve Deputy and the Patrol Operations Division Administrative Lieutenant before being turned in to the Accounting and Budget Bureau's payroll unit.
4. To receive payment, any checks received from attorney offices or the courts for the deposition or the court appearance must be attached to [Reserve Deputy – Report of Court Proceeding Hours](#), ACSO 16-01.
5. The Alachua County Sheriff's Office will issue an IRS Form W-2 for this pay.

I. Telephone Testimony

1. Testimony given by telephone in response to a subpoena issued for a duty related matter is not considered court time. Auxiliary and Reserve Deputies shall be compensated twenty-five dollars (\$25) an hour for time spent giving the testimony via telephone, plus an additional thirty (30) minutes for testimony preparation.
2. To receive payment, [Reserve Deputy – Report of Court Proceeding Hours](#), ACSO 16-01, must be completed and signed by the Auxiliary or Reserve Deputy and the Patrol Operations Division Administrative Lieutenant before being turned in to the Accounting and Budget Bureau's payroll unit. Auxiliary and Reserve Deputies will notate "Telephone" or "PX Testimony" on the "Other" type of proceeding line.

J. Extra-Duty Law Enforcement Compensation – Auxiliary and Reserve Deputies will receive twenty-five dollars (\$25) per hour. Please refer to [ACSO 604 – Extra Duty Employment](#). The Alachua County Sheriff's Office will issue an IRS Form W-2 for this pay.

1. An Auxiliary or Reserve Deputy is eligible to work extra-duty details as long as they first meet the volunteer requirements set forth in section VII.K..
2. For the detail to be Auxiliary or Reserve Deputy eligible, it has to have been available in the Extra Duty Module for a minimum of seventy-two (72) hours or only after a request has been made by the Extra Duty Coordinator, Patrol Operations Division Administrative Lieutenant, Patrol Operations Division Commander or higher authority.
3. The Patrol Operations Division Administrative Lieutenant shall keep supporting documentation showing the Auxiliary or Reserve's thirty-two (32) hour service obligation has been met prior to their being assigned to any details where compensation is expected.

Reserve Unit Classification Summary

Classification	Description	Training	Deployability	Uniform Appearance
Auxiliary	Successfully completed the CJSTC auxiliary law enforcement academy and State Officer Certification Exam	Completed the entire new hire training process as outlined in the Field Training and Evaluation Program (FTEP) Manual and ACSO 425 – Training and Employee Development	Not deployable to any area of the agency except the Patrol Operations Division under the supervision or control of a non-probationary full-time Deputy Sheriff. Can only work as a two-person unit.	Same uniform and badge as a Deputy Sheriff. Reserve pin above the nametag on the uniform.
Reserve Trainee	Current CJSTC certified law enforcement officer who has not completed the ACSO mini academy and field training program	LEO Basic Recruit Class	A Reserve Deputy Trainee is only deployable as a trainee in a manner consistent with ACSO 425. Is NOT eligible to work Extra Duty details.	Same uniform and badge as a Deputy Sheriff Trainee. Reserve pin above the nametag on the uniform.
Reserve I	Fully trained as a Deputy Sheriff	Completed the entire new hire training process as outlined in the Field Training and Evaluation Program (FTEP) Manual and ACSO 425 – Training and Employee Development	Only deployable in the Patrol Operations Division, unless specifically authorized by the Major of Operations. Can work as a single person unit. Is eligible to work Extra Duty details	Same uniform and badge as a Deputy Sheriff. Reserve pin above the nametag on the uniform.
Reserve II	Fully trained as a Deputy Sheriff and they are a former full-time deputy with ACSO with no gap in service longer than six (6) months from the time of full-time separation	Completed the entire new hire training process as outlined in the Field Training and Evaluation Program (FTEP) Manual and ACSO 425 – Training and Employee Development	Fully deployable to any area of the agency with the approval of the Patrol Operations Division Administrative Lieutenant, Patrol Operations Division Commander or Major of Operations and the affected Division Commander. Can work as a single person unit. Is eligible to work Extra Duty details	Same uniform and badge as a Deputy Sheriff. Reserve pin above the nametag on the uniform.
Refer to ACSO 165 for further description of the Reserve Unit classifications.				