



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

4-14

RESERVE DEPUTY PROGRAM

- NEW
- REVISED
- REVIEWED

ACA Standards Reference:

CALEA Standards Reference: 22.1.10, 31.4.7, 31.4.8

NCCHC Standards Reference:

SCLEA Standards Reference:

SC Minimum Standards:

This policy dated 1/28/2025 replaces prior policy dated 10/14/2019 and supersedes all previously issued directives.

I. Purpose:

To provide guidelines for the selection, training, and assignment of reserve deputy sheriffs.

II. Policy:

Charleston County Sheriff's Office reserve deputy sheriffs will be selected, trained, and assigned to duty in accordance with agency policy, applicable state law, and regulations promulgated by the South Carolina Department of Public Safety.

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, sworn employee or personnel, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

C. *Reserve Deputy Sheriff*: An individual given non-paid part-time law enforcement authority without being assigned regularly to full-time law enforcement duties; meet all of the requirements of Title 23, Chapter 28, *Reserve Police Officers*, of the South Carolina Code of Laws, 1976, as amended (hereafter the State Code); and certification classification as a reserve officer from the South Carolina Criminal Justice Academy.

IV. Procedure:

A. Reserve Deputy Program:

1. The Reserve Deputy Program is a volunteer (non-salaried) program to aid and supplement the Charleston County Sheriff's Office as directed by the Sheriff.
2. A full-time supervisor will be appointed by the Chief Deputy responsible for the Training Unit to coordinate the Reserve Deputy Program as a collateral duty, as defined by §23-28-70 (E) of the South Carolina State Code. Unless otherwise specified, the Training Unit Sergeant will serve as the coordinator of the Reserve Deputy Program.
3. Reserve deputy sheriffs will adhere to all agency policies and procedures and be subject to all disciplinary procedures and actions outlined therein.
4. Reserve deputy sheriffs will be bonded and insured in the same manner as full-time deputy sheriffs. (Ref: CALEA 22.1.10)

B. Selection and Training:

1. Reserve deputy sheriff applicants will meet the same criteria for selection as full-time sworn personnel. (Ref: CALEA 31.4.7 and 31.4.8)
2. Reserve deputy sheriffs are commissioned by the Sheriff in accordance with applicable state statute. Reserve deputy sheriffs can be commissioned only after completion of the state required training program, and successful completion of the testing phase.
3. A reserve deputy sheriff must meet all state training standards at the time of sworn appointment. (Ref: CALEA 31.4.8)
4. Reserve deputy sheriffs will be required to participate in and successfully complete monthly in-service training equivalent to that provided to full-time deputy sheriffs, as defined by State Code §23-28-40. This includes, but is not limited to, agency use of force policy and weapons proficiency training. Consecutive absences of more than three in-service training sessions may be grounds for dismissal. (Ref: CALEA 31.4.8)
5. Reserve deputy sheriff's duties will be restricted to those areas where approved training was provided. Training in those approved areas will be equivalent to that provided to full-time sworn personnel performing like functions. (Ref: CALEA 31.4.8)

6. Training files on all reserve deputy sheriffs will be maintained by the Training Unit.

C. Uniforms and Equipment:

Reserve deputy sheriffs will wear agency approved and issued uniforms while engaged in official activities. Uniforms and equipment issued to reserve deputy sheriffs will be the same as that issued to full-time sworn personnel performing similar duties, except that the quantity may be reduced. The badge will indicate "Reserve" across the top as will the rocker on both sleeves of the uniform shirt.

D. General Guidelines:

1. Reserve deputy sheriffs will perform a minimum of twenty (20) hours of duty per month or sixty (60) hours per quarter year in order to maintain their status as reserve deputy sheriffs, as defined by State Code §23-28-70 (A).
2. The coordinator will maintain a record of time worked by reserves and provide a copy to the Training Unit. Meeting minimum hourly requirements does not relieve reserve deputy sheriffs from working special assignments.
3. Reserve deputy sheriffs will serve and function as law enforcement officers only on specific order and direction. They will remain in proximate contact, by radio or otherwise, with the deputy sheriff to whom they are assigned, as defined by State Code §23-28-70 (B). In no case will reserve deputy sheriffs assume full-time duties of law enforcement officers without complying with all requirements for full-time deputy sheriffs.
4. During their assigned duty time, reserve deputy sheriffs will not act under independent authority, but will work under the direct supervision and guidance of a full-time deputy sheriff.
5. Reserve deputy sheriffs will be primarily assigned to patrol duties in the Operations Bureau Patrol Division but may be utilized in any law enforcement capacity approved by the Sheriff or designee.

Assignments may be in staff or line positions in the best interest of the Sheriff's Office.

6. Reserve deputy sheriffs will be subordinate to full-time sworn personnel and will obey any lawful order given by a full-time deputy sheriff or supervisor.

E. Weapons:

1. While on duty, reserve deputy sheriffs will carry the agency issued firearm. The carrying of personal weapons and ammunition must be approved in writing by the Sheriff and an agency firearms instructor. The agency issued firearm will only be carried while en-route to, on duty, or from duty to their place of residence.
2. Weapons will only be carried off-duty as authorized by state law. Reserve deputy sheriffs in an off-duty status will carry only the personal weapons and ammunition; approved in writing by the Sheriff and an agency firearms instructor. Reserve deputy sheriffs will qualify at least once annually with off-duty weapons.