DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Ancillary Organization **Reserve Deputy Unit**		**P&P-N-105**
Effective Date: 07-21-26 Supersedes: 07-31-25	Approval: Sheriff	Number of Pages: 6
References:16-2.5-110 CRS, 16-2.5-101 CRS	Reevaluation Date: Annually	Standards: CALEA LE 1.2.1, LE 1.2.2, LE 35.1.2

I. PURPOSE

To establish guidelines for the operation of the Sheriff's Office Reserve Deputy Unit.

II. DEFINITIONS

Direct Supervision
Has the meaning as set forth in §16-2.5-110(6)(a), C.R.S.

Express Direction
Has the meaning as set forth in §16-2.5-110(6)(b), C.R.S.

Peace Officer
Has the meaning as set forth in §16-2.5-101, C.R.S.

Reserve Deputy (Reserve Officer)
Has the meaning as set forth in §16-2.5-110(1)(b), C.R.S.

III. POLICY

It is the policy of the Douglas County Sheriff's Office (DCSO) to use reserve deputy sheriffs to assist full-time sworn personnel in the day-to-day delivery of law enforcement services and for emergencies, consistent with applicable law. Reserve deputies are sworn peace officers commissioned by the Sheriff. No other person or body of any kind shall have authority over the Reserve Deputy Unit other than the Sheriff or designees.

IV. PROCEDURES

The objective of the Reserve Deputy Unit is to provide the Douglas County Sheriff's Office with additional manpower and/or support in all divisions, during both daily operations and during times of increased need.

Reserve deputy positions are voluntary roles. Reserve deputy sheriffs have the same authority and powers of arrest as full-time sworn deputy sheriffs when they are authorized to be on duty and act at the express direction or under the direct supervision of fully, Peace Officer Standards and Training (P.O.S.T.) certified peace officers, except as indicated in this policy. <LE 1.2.1><LE1.2.2> The selection criteria for reserve deputies shall be the same as for sworn employees. Reserve Deputy Unit applicants must possess a minimum of a high school diploma or General Education Development (G.E.D.) and must meet state educational requirements at the time of appointment to Reserve Deputy status. Reserve

deputies hired before January 1st, 2026, must have successfully completed either a reserve academy or a full P.O.S.T. academy.
Starting January 1st, 2026, the Reserve Deputy program will only be accepting individuals who have successfully completed a full P.O.S.T. academy.

V. Classification Levels

All reserve deputies will be classified as either Level I or Level II and will be given assignment options in which area(s) to volunteer, determined by the Reserve Deputy Unit Coordinator or the Highlands Ranch Special Operations (HRSO) Division Chief. These areas include Patrol, Detentions, Investigation, Civil, Training, and Courts. The administrative reserve position is only available upon appointment by the Sheriff.

Douglas County Regional SWAT Medics are reserve deputies specializing in medical assistance and supporting the SWAT team. The SWAT Medic position is only available upon appointment by the SWAT Commander. SWAT Medics work under the direct supervision of the SWAT team and are required to complete all necessary training in order to serve as a SWAT Medic. This includes completing all required SWAT training, DCSO, and P.O.S.T. training. To remain in good standing, a SWAT medic must comply with all requirements of the Regional SWAT team. SWAT medics are selected by the Douglas County Regional SWAT Team and are employed by South Metro Fire Department.

Regardless of their level, reserve deputies must remain active and cannot have a gap of more than 40 days between their shifts unless circumstances are approved by the Reserve Deputy Unit Coordinator. It is mandatory to document all working hours through the DCSO Reserve Deputy Team website whenever shifts are worked. Any hours that are not reported will be considered as not worked.

Level II Reserve Deputy

Reserve deputy sheriffs who have successfully completed a full P.O.S.T. academy or a reserve academy. Level II reserve deputies are authorized to work in a Direct Supervision assignment performing basic entry-level tasks at the discretion of the respective commander or division shift supervisor making such assignments. These Direct Supervision assignments could include special event details, crime scene security, traffic control posts, and any other duties the Reserve Deputy has demonstrated competence to perform. Level II reserve deputies shall not work in a solo status. They must work alongside a full-time sworn deputy.

Level I Reserve Deputy

Reserve deputy sheriffs who have successfully completed a full P.O.S.T. academy and have completed the field training program for their prospective assignment, and who have developed knowledge and experience like that expected of full-time deputy sheriffs may be designated as a Level I Reserve Deputy. To achieve Level I status, a Reserve Deputy shall:

- Successfully complete necessary field training
- Consistently volunteer the expected hours of service to the Office
- Demonstrate sound judgment and decision making

- Demonstrate a level of skill and judgment necessary to work independently
- Successfully complete other training, as assigned.

Only Level I Reserve Deputies who have completed a full P.O.S.T. academy may be assigned solo status in their assigned division.

VI. Participation Requirements

Reserve deputies are required to volunteer for a minimum of one (1) 10-hour shift per month, which totals at least 120 hours per year. Please note that this requirement is based on a quarterly average. Level I Reserve Deputies who specifically work in a patrol capacity must complete at least two (2) 10-hour shifts per month, which totals at least 240 hours per year. Please note that this requirement must be met every month. Additionally, all reserve deputies are required to attend all mandatory commissioned personnel training. Mandatory training does not count towards the minimum monthly shifts.

Individuals who do not fulfill their commitment may be disciplined, including a change in level designation or termination from the Reserve Deputy unit for failing to:

- Complete required monthly hours.
- Attend at least 75% of the monthly meetings held within the calendar year.
- Qualify with a Sheriff's Office-approved handgun and other weapons as required by Douglas County policies and procedures.
- Attend all in-service training.
- Attend or make up all required training within the calendar year.

Military Assignment Exception

Level I Reserve deputies assigned in a patrol capacity who are on a military assignment or deployment preventing them from meeting the above listed requirements, may retain their reserve deputy status in a level II capacity until they return and are able to complete the required two (2) 10-hour shifts per month. During this period the member must complete a minimum of one (1) 10-hour shift per month, which totals at least 120 hours per year. These hours will be calculated on an annual average. When the member has returned and is able to meet the required two (2) 10-hour shifts per month, the member must complete a Field Training Program as determined by the Reserve Deputy Unit Coordinator and approved by the HRSO Division Chief, prior to resuming their level I reserve deputy status.

VII. Deputy Reserve Unit Leadership

The HRSO Division Chief or their designee oversees and administers the Reserve Deputy Unit. The HRSO Division Chief will appoint a sworn supervisor to serve as the Reserve Deputy Unit Coordinator, whose responsibilities include, but are not limited to:

- Ensuring that members meet training requirements and that members' training is documented and reported to the Training Unit.
- Evaluating the reserve deputy’s performance using standardized measures on an annual basis. The evaluation is intended to be an objective measurement of performance; it should reinforce productive job behaviors, identify, and correct any deficiencies, and be given to members annually. <LE 35.1.2>

- Monitoring, managing, and completion of the teams' administrative duties. They will also be the contact person for situations where reserve deputies need to be called in for special events or emergencies.

VIII. Training

Reserve deputies are prohibited from performing any law enforcement task that they have not been specifically trained to perform.

All reserve deputies are required by Colorado State Statute to be certified in firearms proficiency with the same frequency, and subject to the exact requirements, as full-time deputies in the Sheriff's Office. <LE 1.2.2> Reserve deputies who do not comply with the training requirements are not authorized to enforce the laws of the State of Colorado, and those who fail to maintain these basic requirements will be removed from the Reserve Deputy Unit.

Field Training Officer (FTO) Program

All newly hired reserve deputies must begin a Field Training Officer (FTO) program within three (3) months of their hire date and complete the selected FTO program within the parameters listed below. If the Division Chief or FTO Coordinators of the assigned Division do not have the resources available to provide an FTO, additional time may be approved. However, this extension should not exceed nine months unless the Sheriff grants approval for the extension.

- Patrol Level I reserve deputies must complete the full Patrol FTO program, which includes 640 hours, and must be completed within 32 weeks of hire date.
    - Reserve deputies with prior law enforcement experience may complete the Patrol Lateral FTO program, as determined by the Patrol FTO coordinator. This program consists of 480 hours and must be finished within 32 weeks.
- Patrol Level II reserve deputies must complete a modified Patrol FTO program consisting of 480 hours and must be completed within 32 weeks of hire date.
- Detention FTO consists of 324 hours and must be completed within 16 weeks of hire date.
- Courts FTO requires prior completion of the Detentions FTO program. The total hours required for the Detentions FTO may be adjusted at the discretion of either the Detentions FTO Coordinator or the Courts FTO Coordinator, specifically to accommodate the participation of a Reserve Deputy within the courts division. The Courts FTO program comprises a total of 100 hours.
- Investigations FTO consists of 320 hours and must be completed within 16 weeks of hire date.
- Civil reserve deputies must complete the above applicable (Level I or Level II) Patrol FTO program.
- SWAT Medic reserve deputies must complete both the operator task book and the medic task book, which must be finished within one year. This generally equates to approximately 260 hours of training.

If a Reserve Deputy does not successfully complete their selected or assigned FTO program, the Reserve Deputy Unit Coordinator or their direct command can determine the need to offer that Deputy an alternative assignment.

Inservice Training

Reserve deputies are required to attend all mandatory commissioned personnel training, and any other training they are assigned, based on their assignment.

IX. Assignments

Reserve deputies may work in approved assignments, including uniform patrol, civil, administrative, detention, special events posts, and authorized special assignments.

Reserve deputies shall be deployed based on their training, and demonstrated skills, and abilities.

Reserve deputies assigned to Patrol or Detentions Divisions shall attend shift briefings ensuring that deputies receive pass-on information, staff assignments, seven-minute training, and administrative updates.

Level I reserve deputies can be assigned in solo status to any approved assignment, for which they have been trained. Level II reserve deputies can only be assigned to Express Direction or Direct Supervision assignments.

Express Direction Assignments:

- Means the reserve deputy is under the express direction of a full-time sworn P.O.S.T. certified deputy and the assignment is task-specific and governed by narrowly defined post orders or Standard Operating Procedure (SOP). In this type of assignment, the full-time sworn P.O.S.T. certified deputy need not be present provided the reserve deputy is in direct radio or telephone contact with the full-time sworn deputy.
    - Examples of Express Direction Assignments are Traffic Control Points (TCPs); special event foot patrols; crime scene security; voter ballot box pick-ups; administrative duties.

Direct Supervision Assignments:

- Means an assignment given by a full-time sworn P.O.S.T. certified deputy and which assignment is carried out in the personal presence of the full-time sworn P.O.S.T. certified deputy.
    - Examples of Direct Supervision Assignments are uniform patrol; civil warrant duties; criminal warrant execution.
- In a Direct Supervision Assignment, a reserve deputy must always ride (partner) with a full-time sworn P.O.S.T. certified deputy sheriff. This is mandatory, and the Shift Sergeant is responsible for ensuring that the Reserve Deputy Sheriff remains partnered with a full-time P.O.S.T. certified Patrol deputy and not operating in a

solo status. The P.O.S.T. certified deputy will be the immediate supervisor of the reserve deputy.

Special Teams:

- Reserve deputies shall not take part in training or missions with specific Special Teams that require a full-time P.O.S.T. certified commission, such as SWAT, Bomb, Negotiators, Impact, and other high risk team environments. SWAT Medics are exempt from this section, based on the unique skillset and defined purpose. Only the Sheriff or Undersheriff can make exceptions to this based on past occupational experience.

Compensation and Extra Duty:

- Reserve deputies serve without compensation but may be reimbursed at the discretion of Douglas County for any authorized out-of-pocket expenses incurred in the course of their duties as a reserve deputy sheriff.
- Douglas County will pay the cost for workers' compensation benefits for injuries incurred by the reserve deputy sheriff while on duty and while acting within the scope of their assigned duties.
- Reserve deputies may be compensated for their time during declared emergencies or periods of special need.
- Reserve deputies may work off-duty/extra duty for the Douglas County Deputy Sheriff's Association. Reserve deputies can work two hours off duty for each hour of volunteering. Reserve deputies may only work off-duty/extra duty assignments consistent with their training and this policy.

By Order of the Sheriff