

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Ancillary Organization		P&P-N-105
Reserve Deputy Unit		
Effective Date: 07-20-22 Supersedes: 03-02-21	Approval: Sheriff	Number of Pages: 3
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 16.3.1, 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 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. <LE 16.3.1> No other person or body of any kind shall have authority over the Reserves other than the Sheriff and his appointed 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 sheriffs have the same authority and powers of arrest as full-time sworn deputy sheriffs when they are authorized to be on duty and are acting at the express direction or under the direct supervision of fully, P.O.S.T. certified peace officers. <LE 1.2.1><LE 1.2.2> The selection criteria for reserve deputies shall be the same as for sworn employees. <LE 16.3.2><LE 16.3.9> Reserve Unit applicants must possess a minimum of a high school diploma or G.E.D and must meet state educational requirements at the time of appointment to reserve deputy status. <LE 16.3.9> Reserves hired before August 1, 2020, must have successfully completed either a reserve academy or a full P.O.S.T. academy.

The Sheriff shall commission only those personnel who have completed a full P.O.S.T. approved academy starting on August 1, 2020.

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 demonstrated skills and abilities. The Office has designated proficiency levels to guide how personnel may be assigned.

Level II Reserve Deputy

Reserve deputy sheriffs who have successfully completed a full P.O.S.T. academy (or a reserve academy before August 1, 2020) and are currently in a field training program with the Sheriff's Office. Level II reserve deputies are authorized to perform basic entry-level tasks at the discretion of the respective lieutenant or division shift supervisor making such assignments. These 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 or with a full P.O.S.T. certified reserve deputy.

Level I Reserve Deputy

Reserve deputy sheriffs who have successfully completed a full P.O.S.T. academy (or a reserve academy before August 1, 2020), 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.

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><LE 16.3.5><LE 16.3.6> 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 this basic requirement will be removed from the Reserve Deputy Unit.

Reserve deputies shall volunteer a minimum of 160 hours a year; this includes attending all mandatory reserve deputy and commissioned personnel training, meetings and working assigned posts.

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

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.

The Patrol Captain or their designee oversees and administers the Reserve Deputy Unit. A program coordinator, if named, may assist with managing the program by setting up meetings, scheduling, training, collecting statistical information, managing personnel records, etc. The coordinator will work with and answer to the Patrol Captain and their designee. They will also be the contact person for situations where reserve deputies need to be called in for special events or emergencies.

A supervisor in the division where the reserve deputy is assigned shall evaluate 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 16.3.8><LE 35.1.2>

By Order of the Sheriff