

<b>SEMINOLE COUNTY SHERIFF'S OFFICE</b>  <b>GENERAL ORDER</b>	<b>NUMBER:</b>  <b>G - 53</b>
	<b>RESCINDS:</b>
<b>SUBJECT: Reserve and Administrative Reserve Programs</b>	
<b>EFFECTIVE: March 27, 1995</b>	
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**I. PURPOSE:**

This directive describes the function, duty and responsibility of the Reserve Deputy Sheriff and Administrative Reserve programs.

**II. SCOPE:**

Reserve Deputy Sheriffs support full-time law enforcement personnel in the delivery of quality law enforcement services to Seminole County communities. As such, this program is recognized as a valuable component of a modern, progressive law enforcement agency.

**III. DEFINITIONS:**

- A. *Reserve Deputy Sheriff:*  
A person appointed by the Sheriff as a part-time volunteer Deputy Sheriff who has met the training academy requirements as prescribed for full-time law enforcement officers by the Criminal Justice Standards and Training Commission, and who has successfully completed the prescribed field training curriculum required by the Sheriff's Office. Reserve Deputy Sheriffs are not required to work under the direct supervision or control of a Deputy Sheriff but are subordinate to supervisors to whom they are assigned for duty.
- B. *Administrative Reserves:*  
Administrative Reserves have sworn authority as granted by the Sheriff, but have no powers of arrest. Administrative Reserves are persons desiring to retain their CJSTC certification in the event they should one day choose to re-enter the law enforcement ranks.

- C. *Community Engagement Division Lieutenant:*  
The Community Engagement Division Lieutenant coordinates and supervises the administrative requirements of the Reserve Deputy Sheriff Program.

**IV. RESERVE DEPUTY SHERIFF TRAINING:**

- A. Any person designated as a Reserve Deputy Sheriff must successfully complete a Florida State mandated recruit academy training program prior to any assignment in which he/she is allowed to carry a weapon or is in a position to make an arrest.
- B. Reserve Deputy Sheriffs will receive in-service training equal to that required for full-time Deputy Sheriffs performing like functions. This training will include the full Field Training Deputy Program (as set forth by the Professional Development Division), including weapons and arrest-control techniques (formerly response to resistance) policy training. Reserve Deputy Sheriffs are tested for firearms and weapons proficiency with the same frequency as full-time Deputy Sheriffs.
- C. A training file for each Reserve Deputy Sheriff is maintained by the Professional Development Division.
- D. Following their appointment by the Sheriff, Reserve Deputy Sheriffs are required to enter the applicable field training program as designated by the Professional Development Division according to their position classification. Field training must be completed within 18 months of appointment to the Reserve Deputy position, unless an extension is authorized by the Professional Development Lieutenant.
1. Should a field training extension be authorized, a memorandum indicating such will be issued by the Professional Development Lieutenant and placed into the Reserve Deputy's training file/record.
- E. All field training is coordinated by the Professional Development Lieutenant, or designee.
- F. Upon completion of field training, the Community Engagement Lieutenant (or designee) will be responsible for ensuring that Reserve Deputy Sheriffs are given access to training bulletins and written directives, that they are scheduled for and participate in training, that they complete required courses of instruction to maintain their certification, and that they are given performance evaluations in accordance with the General Order Performance Review System (see below).

**V. PERFORMANCE EVALUATIONS:**

- A. Reserve Deputies are required to receive quarterly evaluations when they enter field training, and annual evaluations thereafter. They shall be subject to the same evaluation policies and standards as full-time Deputy Sheriffs.

**NOTE:** Daily Observation Reports completed by field trainers may be used instead of the 3, 6 or 9-month review depending on any training extensions or reserve status which allows 18 months to complete field training.

- B. After completion of field training, the completion of performance evaluations is coordinated by the Community Engagement Lieutenant, or designee.
- C. For Reserve Deputy Sheriffs, annual evaluations are completed at the end of each calendar year by a Supervisor of the Region/Section/Unit to which the Reserve Deputy is assigned.

**VI. RESERVE DEPUTY SHERIFF RESPONSIBILITIES:**

- A. Sheriff's Office selection criteria for Reserve Deputy Sheriffs are predicated on successful completion

of the Criminal Justice Standards and Training Commission's academy curriculum. Additional agency selection criteria include written application, background investigation, testing, medical and psychological examination, and oral interview, which is the same as that for full-time Deputy Sheriffs.

- B. Reserve Deputy Sheriffs may be assigned to non-law enforcement duties as operationally needed/required. It is recognized that if Reserve Deputy Sheriffs are to become proficient providers of law enforcement services (even on a part-time basis) it is essential they are familiar with all operations of the Sheriff's Office. At the discretion of the Community Engagement Division Lieutenant, Reserve Deputy Sheriffs may be required to work in a uniform/patrol capacity for a specified timeframe in order to remain proficient in all job functions, including certain perishable officer safety skills and training.
- C. Meetings are called, as necessary, to keep Reserve Deputy Sheriffs informed of general agency updates, dissemination of information, resolve any problems or conflicts, and to conduct training. Reserve Deputies must have authorization and/or permission from the Community Engagement Division Lieutenant to be excused from unit meetings. Failure to attend these important meetings may result in disciplinary action in accordance with the General Order, Discipline.
- D. It is imperative for Reserve Deputy Sheriffs to maintain their knowledge, skills, and abilities. Therefore, Reserve Deputy Sheriffs are required to volunteer no less than 20 hours per month (or a minimum of 60 hours per quarter) unless they are specifically excused by the Community Engagement Division Lieutenant. A Reserve Deputy Sheriff who fails to meet the minimum hours requirement without approval may be subject to disciplinary action in accordance with the General Order 35, *Discipline*.

**NOTE:** Reserve Deputy Sheriffs assigned to the School Safety Division, and who are permanently assigned to a school (including public/private/charter schools), are exempt from the volunteer hours requirement.

E. Following appointment by the Sheriff, each Reserve Deputy is responsible for obeying all written directives of the Sheriff's Office. In accordance with General Order 13, *Written Directives*, Reserve Deputies will be given access to all applicable written directives, including new and revised directives, via their provided PowerDMS account. Reserve Deputies will electronically sign for all written directives assigned to them. New and revised written directives will be read and acknowledged via electronic signature.

**VII. OPERATIONAL PROCEDURES:**

A. *General:*

- 1. Full or part-time Sheriff's Office employees who hold positions in the following job classifications may not serve as a Reserve Deputy Sheriff:
  - a. Field Service Officer (including Civil FSO)
  - e. Detention Deputy
  - f. Breath Test Technician
  - g. Breath Test Coordinator
  - h. Evidence Technician
  - i. Evidence Supervisor
  - j. Latent Print Analyst
  - k. Latent Print Manager
  - l. Crime Scene Supervisor
  - m. Crime Scene Analyst
  - n. Senior Professional Standards Detective
  - p. Crime Scene/Evidence Manager
  - q. Forensic Laboratory Director
  - r. Senior Probation Officer
- 2. Any person meeting the qualifications, as defined in Chapter III, paragraph (A) of this directive,

may apply. Applicants who are currently civilian Sheriff's Office employees must submit a memorandum, through their chain of command, requesting approval to apply for a Reserve Deputy Sheriff position. Final approval must be obtained from the Sheriff or his designee.

3. Current civilian Sheriff's Office employees who are approved to become a Reserve Deputy Sheriff must, at all times, be cognizant of the differences between their primary role as a civilian employee and that of a Reserve Deputy Sheriff. At no time are civilian employees, who also hold a Reserve Deputy Sheriff status, allowed to act as a Reserve Deputy Sheriff or carry a firearm in the course of their normal duties. A clear distinction between the two roles must be maintained at all times.
4. There are no designations of rank within the Reserve Deputy Sheriff Program; although a Reserve Deputy Sheriff may be appointed as an assistant coordinator (if needed) to assist the Community Engagement Division Lieutenant with administration of the program.
5. Reserve Deputy Sheriffs are not permitted to participate in another law enforcement agency's reserve program.
6. All Reserve Deputy Sheriffs are required to submit and/or update their employment status through Human Resources within 30 days of employment change(s) to ensure there are no conflicts.
7. The Community Engagement Division Lieutenant shall maintain a roster of all current Reserve Deputy Sheriffs. This roster will be made available to Region Commanders (Lieutenants). The roster will delineate Reserve Deputy Sheriffs, relative to their having or not having to work under direct personal supervision and control (see Chapter III) and their field training status (completed or not completed).
8. Reserve Deputy Sheriffs are bonded with public liability protection equal to that provided to Deputy Sheriffs.
9. Reserve Deputy Sheriffs will complete and submit activity and volunteer hours electronically. These hours will be reported within 24 hours of their volunteer time to ensure they are current. If there are any issues submitting the hours electronically, the hours may be emailed to the Community Engagement Division Lieutenant (or designee) for reporting and administrative purposes.

**B. *On-Duty Status:***

1. A Reserve Deputy Sheriff will be allowed to operate independently/ride solo (without being under the direct personal supervision of a Deputy Sheriff) only after:
  - a. They have successfully completed the Field Training Deputy Program, and
  - b. They have been approved to do so by the Sheriff or his designee.
2. When a Reserve Deputy Sheriff intends to work in an enforcement capacity (patrol, surveillance, investigations, etc.)
  - a. The Reserve Deputy will have all required issued/assigned equipment before reporting for duty.
  - b. The Reserve Deputy may check out a marked (or unmarked, if approved by their assigned sergeant) pool vehicle for use while on-duty. ( )
  - c. The Reserve Deputy will advise the appropriate sergeant/supervisor and the

Communications Division that he/she is “in-service.”

- (1) For Reserve Deputy Sheriffs assigned to a specialty unit, or working a special event, they will notify their division/unit/section/event sergeant/supervisor.
- (2) For Reserve Deputy Sheriffs assigned to a Seminole Neighborhood policing patrol assignment, they will notify the on-duty sergeant and ascertain to which community service area they are to be assigned. (Reserve Deputy Sheriffs shall not log in to a generic zone – Z10, Z20, Z30, etc. – unless specifically instructed to do so by the on-duty sergeant.)

3. Reserve Deputy Sheriffs are individually responsible for accurately completing and submitting to a region supervisor for review all reports or other paperwork related to their duty assignment before ending their tour of duty for that day in accordance with agency policy and practice.

C. *Weapons:*

The privilege of carrying a weapon is granted solely by the Sheriff and may be revoked at any time.

1. *Firearms:*

Reserve Deputies are issued a firearm at the discretion of the Sheriff, and they are responsible for its care and security in accordance with the General Order *Weapons Policy*. They must successfully qualify (and re-qualify) with the firearm under the auspices of a Professional Development certified firearms instructor.

2. *Non-Lethal Weapons:*

Approved non-lethal weapons will only be issued by the Sheriff’s Office and only after Reserve Deputy Sheriffs meet the qualification requirements of the General Order Weapons Policy.

D. *Assignment to Duty:*

1. After appointment into the program, all new Reserve Deputy Sheriffs will report to the Community Engagement Division Lieutenant. The Community Engagement Lieutenant or designee will ensure all newly assigned reserve deputy sheriffs have all necessary equipment, radio identification number, supervisory assignment, and related information.
2. Reserve Deputy Sheriffs will be assigned to an SNP region by the Community Engagement Division Lieutenant consistent with agency requirements.

**NOTE:** Any specialized Reserve Deputy assignments will be based on an operational and/or situational need. **All requests for specialized position(s) or assignment(s) must be approved by the Community Engagement Division Lieutenant, as well as the Lieutenant/Manager of the division in which the assignment is requested.** These requests shall be submitted in memorandum form or inter-office transfer request forms.

**VIII. RESERVE DEPUTY SHERIFF EQUIPMENT:**

- A. Reserve Deputy Sheriffs are issued uniforms and equipment identical to that of full-time Deputy Sheriffs.
- B. Reflecting the level of activity of a Reserve Deputy Sheriff, the quantity of some equipment may be reduced from that of a full-time Deputy Sheriff by the Purchasing Coordinator. Reserves may be required to purchase, at their own expense, certain equipment or accessories.

- C. Regarding Paragraph B above, Reserve Deputy Sheriffs will be issued the following equipment. However, certain items may be issued, consistent with availability, only if the Reserve Deputy Sheriff is carrying the same style duty firearm issued to full-time Deputy Sheriffs.
1. Green, short-sleeve uniform shirt,
  2. Green, long-sleeve uniform shirt,
  3. Green uniform trousers,
  4. Green tie (for class A uniform),
  5. Uniform jacket,
  6. Raincoat, with appropriate container,
  7. Collar brass,
  8. Badge 9. Name tag,
  10. Gun belt with buckle,
  11. Holster,
  12. Handcuff set with gun belt case,
  13. Hobble Restraint Device (if qualified),
  14. Firearm (if approved by the Sheriff and qualified in its use),
  15. Tactical baton (ASP) with holster (if qualified),
  16. OC spray with holster (if qualified),
  17. Belt keepers,
  18. Body armor with cover,
  19. Flashlight with traffic cone,
  20. Reflective traffic safety vest,
  21. Reserve Deputy Sheriff Identification card with case.
- D. Subject to availability and fiscal constraints, Reserve Deputy Sheriffs may be issued a portable radio. If no radio is issued, Reserve Deputy Sheriffs must check out a portable radio at the onset of their shift and return it to the charger at the same facility when their shift ends. As necessary, Material Supply will provide Reserve Deputy Sheriffs with a radio holder and applicable accessories, such as a shoulder microphone.

**IX. ADMINISTRATIVE RESERVE PROGRAM:**

Administrative Reserves are persons appointed by the Sheriff who are inactive law enforcement officers who possess current Florida Criminal Justice Standards and Training Commission certification as law enforcement officers, and:

- A. Are considered sworn Deputy Sheriffs, but **do not** have the power to arrest unless specifically authorized by the Sheriff.
- B. May be called upon to provide technical assistance to the Sheriff's Office or be deployed in times of natural disaster or other emergencies.
- C. Are not issued or authorized to carry weapons unless specifically directed by the Sheriff.
- D. Are prohibited from displaying Sheriff's Office identification, badges or credentials as a means of personal identification unless acting under the specific direction of the Sheriff or his designee.
- E. Shall maintain their minimum mandatory retraining requirements as mandated by CJSTC.
- F. Are coordinated and supervised by the Director of Human Resources, or designee.