

<b>SEMINOLE COUNTY SHERIFF'S OFFICE</b>  <b>GENERAL ORDER</b>	<b>NUMBER:</b>  <b>G - 53</b>
	<b>RESCINDS:</b>
<b>SUBJECT:</b> <b>Reserve and Administrative Reserve Programs</b>	
<b>EFFECTIVE:</b> <b>March 27, 1995</b>	
<b>REVISED:</b> <b>April 14, 2025</b>	

Table of Contents:

- I. Purpose
- II. Scope
- III. Definitions
- IV. Reserve/Administrative Deputy Sheriff Training
- V. Performance Evaluations
- VI. Reserve/Administrative Deputy Sheriff Responsibilities
- VII. Operational Procedures
- VIII. Reserve Deputy Sheriff Equipment
- IX. Administrative Reserve Program

***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 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 chose to re-enter the law enforcement ranks.

- D. *Community Services Lieutenant:*  
The Specialized Services 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 fulltime Deputy Sheriffs performing like functions. This training will include the full Field Training Deputy Program (as set forth by the Professional Development Section), 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 fulltime 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 Section according to their position classification. Field training must be completed within 18 months of appointment Reserve Deputies, 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. Accordingly, it is the Professional Development Lieutenant's responsibility to ensure that Reserve Deputy Sheriffs are given access to training bulletins and written directives, that they are scheduled 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.
- B. The completion of performance evaluations is coordinated by the Professional Development Lieutenant, or designee.
- C. Annual evaluations are conducted for Reserve have completed their field training at the end of each calendar year by a Supervisor of the Region/Section/Unit to which the Reserve Deputy is assigned. Once completed, annual evaluations are sent to the Community Services Lieutenant for inclusion in the Reserve Deputy's file. The Community Services Lieutenant will ensure each evaluation is sent to the Human Resources Division, as well as provided to the Accreditation Section as part of the CALEA requirements.

**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 Specialized Services 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 Services 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. Reserve Deputy Sheriffs are required to volunteer a minimum of 60 hours per quarter unless they are specifically excused by the Community Services Lieutenant. Excused training is documented on logs maintained by the Community Services Lieutenant. A Reserve Deputy Sheriff who fails to meet the minimum hour requirement without approval may be subject to disciplinary action in accordance with the General Order, Discipline.
- E. Following appointment by the Sheriff, each Reserve Deputy is responsible for obeying all written directives of the Sheriff's Office, and are issued a set of written directives by the Community Services Lieutenant as well as given access to the written directives site maintained on the agency's intranet (SCSOnet). In addition, Reserve Deputy Sheriff's receives any/all written directive/policy updates and/or revisions through PowerDMS and are required to read and sign off electronically within 5 days of receiving policy updates.

## **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
  - s. 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.

### **GENERAL ORDER**

#### **Reserve Deputy and Administrative Reserve Programs**

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 Services 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 is no conflicts.
7. The Community Services 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 15 days of their volunteer time to ensure they are current. If there are any issues submitting electronically, the hours may be emailed to the Community Services Lieutenant (or designee) for reporting and administrative purposes.

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

**1. *Reserve Deputy Sheriffs:***

- a. A Reserve Deputy Sheriff will be allowed to ride solo (without being under the direct personal supervision of a Deputy Sheriff) only after having successfully completed the Field Training Deputy Program and having been approved to do so by the Sheriff or his designee.
- b. When a Reserve Deputy Sheriff intends to work in the capacity of a Deputy Sheriff (community patrol), the following procedures will apply:
  - (1) The Reserve Deputy will have all issued/assigned equipment, including issued radio, before reporting for duty.
  - (2) The Reserve Deputy may check out a marked pool vehicle for use while on-duty. (Or unmarked if approved by their assigned sergeant)
  - (3) The Reserve Deputy will advise the appropriate on-duty supervisor and the Communications Division that he/she is "in-service". The Reserve Deputy

**GENERAL ORDER**

**Reserve Deputy and Administrative Reserve Programs**

will then respond to the appropriate neighborhood service area for duty, or to other duties/areas as directed by their assigned supervisor or the Community Services Lieutenant.

- c. 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 Services Lieutenant for assignment of radio identification numbers, as well as agency identification and identification numbers before being assigned .
2. Reserve Deputy Sheriffs will be assigned to a region by the Community Services Lieutenant consistent with agency requirements. 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 Services Lieutenant, as well as the Lieutenant/Manager of the division 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 fulltime 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 fulltime Deputy Sheriff by the Purchasing Coordinator. Reserves may be required to purchase, at their own expense, certain equipment or accessories.
- C. In respect to 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 fulltime 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 (badges may indicate "Reserve Deputy"),

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,
22. Florida Criminal Law Handbook.

***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 Professional Development Captain, or designee.