


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 38		TITLE: Reserve/Auxiliary/Volunteer Program
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 6	AMENDED: November 12, 2009
REFERENCE: CALEA 16.3 – 16.4.3 CFA 5.03		RESCINDS: Chapter 38: Reserve Deputy Program (effective date 06.04.2002) Special Order: Reserve Deputies – Paid Assignments, 01.12.2004
 <hr style="width: 20%; margin: 0 auto;"/> Sheriff of Monroe County		

POLICY: A Reserve/Auxiliary/Volunteer Force is a valuable component of any modern law enforcement agency. The Sheriff's Office has these units to augment the delivery of law enforcement services and offer opportunities for community involvement. Reserve Deputies, Auxiliary Deputies and Volunteer Support are subject to the rules, regulations, policies and procedures of the Sheriff's Office.

PROCEDURE

Classifications of Service

There are three (3) classifications of volunteer service:

Reserve Deputy a sworn deputy armed or unarmed. This individual has received certification from the State of Florida, Criminal Justice Standards and Training Commission as a Law Enforcement Officer and has successfully completed the Monroe County Sheriff's Office Field Training Officer's Program. Reserve Deputies have full police powers and discretion by appointment. A Reserve Deputy works less than full time with or without compensation.

Reserve Deputies generally assist full-time sworn Deputy Sheriffs in the day- to- day delivery of law enforcement services and for emergencies. [CALEA 16.3.1]

Auxiliary Deputy A sworn deputy armed or unarmed. This individual has either received certification from the State of Florida, Criminal Justice Standards and Training Commission as an Auxiliary Law Enforcement Officer or received certification from the State of Florida, Criminal Justice Standards and Training Commission as a Law Enforcement Officer, but has not completed the Monroe County Sheriff's Office Field Training Officer program, and who, volunteers his or her time to the Office and only has police powers in the presence of (span of immediate control) a Deputy Sheriff. **(CFA and FDLE use the term "auxiliary member and auxiliary law enforcement officer" to describe this class of volunteer.)**
Revised 11/12/09

Volunteer Support – A volunteer, who is not sworn, unarmed, has no law enforcement certifications from the State of Florida, Criminal Justice Standards and Training Commission and has no police powers. This individual, volunteers his or her time to the Office in a support capacity. (CALEA defines this class of volunteer as "auxiliary." CFA defines this class of volunteer as "civilian member.")

Eligibility

Reserve Deputies and Auxiliary Deputies shall meet eligibility requirements established for regular Deputies and shall meet the requirements of the Florida Criminal Justice Standards and Training Commission for Law Enforcement Officers or Auxiliary Law Enforcement Officers.
 [CALEA 16.3.7]

Persons in occupations or professions likely to have conflicts of interest are not eligible for selection as Reserve Deputies, Auxiliary Deputies, or Volunteer Support. Ineligible occupations are, but not limited to:

- Persons currently employed as guards, private detectives, security services, or similar occupations.
- Bail bondsmen or attorneys.
- Employees of state, county or municipal agencies, which prohibit the acceptance of appointments as Reserve Deputies, Auxiliary Deputies, or Volunteer Support.
- Persons subject to Dual-Office Holding under Article 2, Section 5, Florida Constitution.

Benefits/Conditions for Volunteers

Reserve Deputies, Auxiliary Deputies and Volunteer Support have no proprietary rights and may have their appointment withdrawn at any time by the Sheriff.

- Remuneration/Entitlements - Reserve Deputies, Auxiliary Deputy and Volunteer Support are volunteers and receive no benefits, remuneration or entitlement including annual leave, sick leave, etc.
- Worker's Compensation – Reserve Deputies, Auxiliary Deputies and Volunteer Support are covered by the Office insurance for injuries received while acting in the capacity of their appointed position and are entitled to Worker's Compensation.
- Liability Protection/Bonding – Reserve Deputies, Auxiliary Deputies and Volunteer Support are provided the same liability protection as that provided for fully certified full time Deputy Sheriffs while acting in the capacity of their appointed position.
[CALEA 16.3.7]

Selection Process

Reserve Deputies, Auxiliary Deputies, and Volunteer Support are appointed by the Sheriff.

Applicants shall:

- Obtain forms from the Human Resources Division of the Sheriff's Office.

- Be subject to the same background investigation by the Sheriff's Office as conducted for full time employees within the applicable class, either sworn or non-sworn.
- Be screened for conformity with regular entrance requirements.

Successful Applicants shall:

- Be recommended for an appointment by the Reserve Administrative Chain-of-Command.
- Be appointed by the Sheriff.

All selections shall be fair and unbiased and made through a non-discriminatory process.
[CALEA 16.3.2] [CFA 5.03]

Duties

- Reserve Deputies may perform the same duties of a fully certified Deputy Sheriff, unless restricted by a member of the Chain-of-Command.
- Auxiliary Deputies may perform the same duties of a fully certified Deputy Sheriff only in response to life threatening situations. All other actions must be within the reasonable confines of the direct span of control of a Deputy Sheriff or a Reserve Deputy Sheriff.

An Auxiliary Deputy may:

- Assist in the preparation of traffic citations, but may not sign them.
- Assist in the preparation of reports, but may not sign them;
- Be restricted from performing any other law enforcement function at any time by direct order from the Sheriff, his designee, or the Deputy under whose direct span of control they are under.

Volunteer Support personnel may perform any function, other than active law enforcement functions under the general supervision of full-time or reserve supervisor. Volunteer Support personnel are to act as an "observer" and may participate only if directed by their supervisor.

Approved duties include patrol, communications, records, administrative or support task as needed, special details and public functions, or as directed by the District Command Staff.

Volunteer Support personnel may:

- Assist in the preparation of incident / offense reports, traffic citations, and other duty forms, but may not initiate or sign them except as a witness or as otherwise directed by a supervisor.
- Execute the duties of a Parking Enforcement Specialist only after they have completed the approved Parking Enforcement In Service training, under the general supervision of the on duty shift supervisor.
- Conduct traffic control duties, only after they have completed the approved Traffic Control In-Service Training Program, under general supervision of the on duty shift or detail supervisor.
- Be restricted from performing any function at any time by direct order from the Sheriff, his designee, or the Deputy under whose direct span of control they are under.

Minimum Required Time and Reporting

Required monthly service is an average of 12 hours per month. Minimum required time is subject to review at the end of every quarter by the Reserve Captain.

Volunteers not contributing the minimum hours will be given a time frame to come into compliance.

If not in compliance in the agreed upon time frame the volunteer will be subject to removal from the reserve program by the recommendation of the Reserve Captain.

Each volunteer will prepare and submit a monthly volunteer service time report as dictated by their reserve squad commander. This report is to be received by the 3rd of the following month. Reserve squad commanders will submit a squad reserve time summary report to the Reserve Captain by the 7th of the following month.

Reserve Division Chain-of-Command ADMINISTRATIVE

- Sheriff
 - Undersheriff
 - Chief, Bureau of Law Enforcement
 - Reserve Captain
 - Reserve First Lieutenant
 - District Reserve Lieutenant
 - District Reserve Sergeant
 - District Reserve Squad Members
- This Chain of Command is used for the day to day administrative functions of the reserve program. This provides the different divisions of the Sheriff Office one point of contact to handle any administrative issues involving the Reserve Division.

Reserve Division Chain-of-Command OPERATIONAL

- District Commander/Station Commander
 - District Reserve Coordinator (if required)
 - District Patrol Sergeant
 - District Reserve Lieutenant
 - District Reserve Sergeant
 - District Reserve Squad
- This Chain of Command is used for all day to day operational issues. It provides one point of contact to the district reserve squad for operational issues. A District Reserve Deputy coordinates their assignment with the District Command.

Training

The Training Division shall maintain training records of all Bureau of Law Enforcement volunteers.

Reserve Deputies and Auxiliary Deputies must meet Florida, Criminal Justice Standards and Training Commission mandatory retraining requirements for certification as defined in Chapter 55 – Training. They must be trained in the Office Use of Force policy with the same frequency as full-time Deputy Sheriffs.
[CALEA 16.3.3/16.3.6]

In-service training - Reserve Deputies and Auxiliary Deputies are required to attend Office in-service training as required of Deputy Sheriffs. Under supervision of the Training Division in-service

training may be developed and presented just to volunteers.

Field Training

Field training –Auxiliary deputies may request FTO training via their Chain-of-Command. The Reserve Command will coordinate such training with the respective District Command. Once FTO training is coordinated, it is the Certified Auxiliary Deputy's responsibility to comply with the agreed upon requirements for the FTO training.

Full-time Deputy Sheriffs get preference for FTO training. The FTO training schedule can be part-time as approved by the FTO supervisor. The part-time schedule must be such that meaningful training takes place. A commitment of at least 24 hours per week and at least 8 hours per session is recommended.

Volunteer Support Recruit Training

Auxiliary Support personnel are offered the ability to receive training in Parking Enforcement and Traffic Control through the Training Division, as classes become available.

Volunteer support personnel are offered the ability to attend in-service training if space is available in the training session.

Volunteer Support personnel are provided On-The-Job-Training within the areas of the Sheriff Office that they wish to volunteer. The training is by the full-time staff that they are working with.

Direct Span of Control

Direct span of control is defined as a Deputy, Reserve Deputy, or full-time Sheriff Office employee who knowingly assumes the responsibility for and directs the actions of the Certified Auxiliary Deputy or Volunteer Support person.

Firearms

Reserve Deputies and Auxiliary Deputies, who have demonstrated firearms proficiency, completed basic law enforcement academy and who have received a law enforcement certificate may carry a firearm while on duty.

These deputies shall be required to demonstrate firearms proficiency with the same frequency as full time deputies.. [CALEA 16.3.6]

Reserve Deputies and Auxiliary Deputies are not allowed, unless authorized by the Sheriff or his designee, to carry concealed firearms off duty.

Firearms may be carried only in a legitimate civilian capacity (i.e., state permit, etc.) while the volunteer is off-duty.

A MCSO badge and commission card will be carried when firearms are carried as authorized.

Reserve and Auxiliary deputies are to provide their own firearm (handgun) in compliance with Chapter 31 of the General Orders and must qualify with that particular weapon before it is carried on duty.

Firearms Prohibited-Volunteer Support

Volunteer Support personnel are **NOT** allowed to carry firearms as part of their service with the Sheriff's Office even if they have a valid concealed firearms permit.

Prohibited Emergency Equipment

Auxiliary Deputies and Volunteer Support personnel are not to carry, or display, emergency lights (blue or red lights), or siren in their private vehicles.

Authorized Uniforms

Reserve Deputy uniforms shall be the same as authorized for Deputy Sheriffs as outlined in Chapter 9, of this manual. [CALEA 16.3.4]

The badge shall be inscribed with the words "Reserve Deputy".

Auxiliary Deputy uniforms shall be the same as authorized for Deputy Sheriffs with the following exceptions.

- A patch with the word "Auxiliary" will be worn on the left breast pocket flap below the badge.
- Green shoulder boards will be worn on the shirt epaulets.

Volunteer Support uniforms shall be the same as those of regular non-sworn Sheriff's Office employees with the following exceptions:

- The Volunteer Support personnel shall wear a cloth "Star" patch instead of a metal badge.
- A patch with the word "Auxiliary" will be worn on the left breast pocket flap below the badge.
- Green shoulder boards will be worn on the shirt epaulets.
[CALEA 16.4.3]

Uniforms shall not be worn when the volunteer is not under the direct authority of the Sheriff's Office.

A mix of civilian and/or uniform wear shall not be permitted and a violation may result in suspension, withdrawal of appointment or other action so deemed by the Sheriff.

The Reserve Commander or designee(s) shall conduct routine uniform inspections.

Reserve Deputies and Auxiliary Deputies shall be issued a Sheriff's Office clip-on identification card with an annotation describing their status with the Office.

Volunteer Support personnel shall be issued a Sheriff's Office clip-on identification card with the annotation "No Law Enforcement Powers"

Reserve Deputies, Auxiliary Deputies and Volunteer Support personnel shall return all Sheriff's Office equipment, uniforms, uniform accessories, commission cards and other property of the Sheriff's Office to their Reserve Squad Commander upon resignation or decommissioning.

Reserve Squad Commanders will forward all returned equipment to supply and commission cards to the Human Resources Division.

Evaluations

All volunteer personnel shall be subject to performance evaluations with the same frequency as full-time Office personnel. The Reserve Captain will be responsible for ensuring timely evaluations.

Change in Status

Any volunteer may request of the Sheriff, via the chain-of-command, a reclassification to the next

level after completing all training and other requirements for that classification.

A Volunteer's status does not change until the Sheriff authorizes the appointment in the new class and the appropriate action is taken by the Human Resources Division with FDLE regarding the change in status.

Volunteers who do not complete required training to maintain their current volunteer status will be temporarily assigned to the Volunteer Support level until required compliance is achieved. The Reserve Command will notify the volunteer of the change in status, both up and down.

[CALEA 16.3.1, 16.3.4, 16.3.5, 16.3.6, 16.3.7, 16.4.1, 16.4.2, 16.4.3]

Reserve Deputies – Paid Assignments

When the Office has a temporary staffing need that cannot be filled with regular Deputy Sheriffs qualified Reserve Deputies may be temporarily assigned and compensated at a pre-determined hourly rate of pay.

Reserve Deputies must have satisfied their required monthly volunteer time before being eligible to work such assignments.

A Reserve Deputy who is to be compensated for working a temporary assignment must obtain approval from the Bureau of Law Enforcement Chief or his/her designee prior to the work being performed.

The District Commander will complete the Request for Reserve Deputy Assignment Staffing form and forward to the Bureau of Law Enforcement Chief who will approve or deny the assignment.

- Verbal approval may be obtained in an emergency situation. However, the request form must still be forwarded for confirmation and will be attached to the Reserve Deputy's timesheet.
- The approved request form will be returned to the requesting Commander. Approved forms will be completed by a supervisor verifying the work was performed and given to the assigned Reserve Deputy for submission for payment.
- Reserve Deputies who are employees of the Office will note the assignment time worked on their time sheet and attach the approved request form to their time sheet.

- Reserve Deputies who are not employees of the Office will submit the request form to Finance for payment. The approved request form will act as an invoice.
- Employees who have retired and joined the Reserve Unit are not eligible for paid assignments under this policy until they have been retired for one (1) year.