


MONROE COUNTY SHERIFF'S OFFICE

General Order

CHAPTER: 38		TITLE: Volunteer Program
EFFECTIVE DATE: August 19, 2009	NO. PAGES: 6	AMENDED: May 17,, 2010
REFERENCE: CALEA 16.3 – 16.4.3 CFA 2.09; 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: auto;"/> Sheriff of Monroe County		

POLICY: Volunteers are a valuable component of any modern law enforcement agency. The Sheriff's Office has volunteers to augment the delivery of law enforcement services and offer opportunities for community involvement. All volunteers 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: This individual has received certification from the State of Florida, Criminal Justice Standards and Training Commission as a Law Enforcement Officer and is formally enrolled in or 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]

Note: CFA, CALEA, and FDLE refers to this class of volunteer as "sworn member or part-time sworn member," "Reserve," and "Law Enforcement Officer; respectively"

Auxiliary Deputy: This individual has limited law enforcement authority. This individual has 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 is not formally enrolled in or has not completed the Monroe County Sheriff's Office Field Training Officer program. An Auxiliary Deputy 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, respectively)

Revised 2/11/10

Civilian Volunteer: A volunteer, who is not sworn, is 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 civilian support capacity. (CALEA defines this class of volunteer as "auxiliary." CFA defines this class of volunteer as "volunteer.")

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 Civilian Volunteers. 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 Civilian Volunteers.
- Persons subject to Dual-Office Holding under Article 2, Section 5, Florida Constitution.

Benefits/Conditions for Volunteers

Reserve Deputies, Auxiliary Deputies and Civilian Volunteers have no proprietary rights and may have their appointment withdrawn at any time by the Sheriff.

- Remuneration/Entitlements - Reserve Deputies, Auxiliary Deputy and Civilian Volunteers are volunteers and receive no benefits, remuneration or entitlement including annual leave, sick leave, etc.
- Worker's Compensation – Reserve Deputies, Auxiliary Deputies and Civilian Volunteers 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 Civilian Volunteers are provided the same liability protection as that provided for full time employees while acting in the capacity of their appointed volunteer position.
[CALEA 16.3.7]

Selection Process

Reserve Deputies, Auxiliary Deputies, and Civilian Volunteers are appointed by the Sheriff.

Applicants shall:

- Obtain application 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 he/she is under.

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

Approved Civilian Volunteer duties include patrol (with no law enforcement authority), communications, records, administrative or support tasks as needed, special details and public functions, or as directed by the District Command Staff.

Civilian Volunteers 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 FDLE approved Parking Enforcement Specialist For Civilians course, and while under the general supervision of the on duty shift supervisor.
- Conduct traffic control duties, only after they have completed an office approved Traffic Direction and Control Training program and while under the 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 volunteer program upon 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. The Reserve Captain or his/her designee will submit the monthly report to the Chief of the Bureau of Law Enforcement for review by the 15th of the 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 volunteers appointed by the Sheriff.

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 district 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.

Civilian Volunteer Recruit Training

Civilian Volunteers are offered training in Parking Enforcement and Traffic Control through the Training Division, as classes become available.

Civilian Volunteers are offered in-service training if space is available in the training session.

Civilian Volunteer 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 Auxiliary Deputy or the Civilian Volunteer.

Firearms

Auxiliary Deputies may carry a firearm while on duty. Auxiliary Deputies are not allowed to carry firearms off duty.

Reserve Deputies have the same authority to carry a firearm, on and off duty, as a full time Deputy as delineated in Chapter 31 of the General Orders.

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

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-Civilian Volunteers

Civilian Volunteers 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 Civilian Volunteers are not to carry, or display, emergency lights (blue or red lights), or siren in their private vehicles.

Authorized Uniforms

(Revised 5/17/10)

Reserve Deputy uniforms shall be the same as authorized for Deputy Sheriffs as outlined in Chapter 19, of the General Orders. The badge shall be inscribed with the words "Deputy Sheriff". [CALEA 16.3.4]

Auxiliary Deputy uniforms shall be the same as authorized for Deputy Sheriffs as outlined in Chapter 19 of the General Orders with the following exceptions.

- A patch with the word "Auxiliary" will be worn on the left breast pocket flap below the badge. The top border of this patch will be aligned with the top of the breast pocket flap.
- The official Accreditation pin will be centered below the Auxiliary patch on the left breast pocket flap. The pin will not extend below the bottom of the pocket flap.
- The badge will be inscribed with the words "Reserve or Auxiliary Deputy."
- The patch on the sleeves shall read "Sheriff's Office."

Civilian Volunteer uniforms shall be the same as those of civilian Sheriff's Office employees (tan polyester shirt) with the following exceptions:

- The Civilian Volunteer shall wear a cloth “Star” patch instead of a metal badge.
- A patch with the word “Volunteer or Civilian Volunteer” will be worn on the left breast pocket flap below the badge. The top border of this patch will be aligned with the top of the breast pocket flap.
- The official Accreditation pin will be centered below the Civilian Volunteer patch on the left breast pocket flap. The pin will not extend below the bottom of the pocket flap.
- The patch on the sleeves shall read “Sheriff’s Office.”
[CALEA 16.4.3] [CFA 2.09]

Uniforms shall not be worn when the Auxiliary Deputy is not under the direct span of control of either a full time or a reserve MCSO deputy. This includes driving to and from a volunteer shift.

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 Captain or designee(s) shall conduct routine uniform inspections.

Reserve Deputies and Auxiliary Deputies shall be issued a Sheriff’s Office photo identification clip-on card and a wallet photo identification with annotations describing them as a Reserve Deputy Sheriff/Sworn/Firearms Authorized” or as an Auxiliary Deputy Sheriff/Sworn/Firearms Authorized On Duty Only.

Civilian Volunteers shall be issued a photo identification clip-on card with the annotation Civilian Volunteer and Non-Sworn.

All issued identification cards will incorporate features to make copying difficult. The duplication or photocopying of issued commission or identification cards is prohibited.

All volunteers shall return all Sheriff’s Office equipment, uniforms, uniform accessories, commission cards and other property of the Sheriff’s Office to their Reserve Squad Captain or his/her designee upon resignation or decommissioning.

Reserve Squad Captain or his/her designee will forward all returned equipment to supply and commission cards to the Human Resources Division.

Evaluations

All Reserve deputies shall be subject to performance evaluations with the same frequency as full-time Office personnel. The District Commander to which the Reserve Deputy is assigned will be responsible for ensuring timely evaluations. This will include quarterly evaluations for the first year for each newly hired Reserve Deputy as well as yearly evaluations to follow. The Reserve Captain will be part of the performance evaluation sign off process. [CALEA 16.3.1]

Revised 2/11/10

Change in Status

Any volunteer may request of the Sheriff, via the chain-of-command, a reclassification 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 Civilian Volunteer level until required compliance is achieved. The Reserve Captain 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.