

CULPEPER COUNTY SHERIFF'S OFFICE GENERAL ORDER	
SUBJECT: RESERVE DEPUTIES / VOLUNTEERS	GENERAL ORDER: 1-15
AMENDS/SUPERCEDES:	
EFFECTIVE DATE: January 1, 2020	REVIEW DATE: Annual
CALEA STANDARDS: 16.1.1, 16.1.2, 16.1.4, 16.1.5, 16.1.6	
APPROVED: _____ <i>"Scott H. Jenkins"</i> SHERIFF	

I. POLICY

The Reserve Deputy Program is authorized under the provisions of 15.2-1731 Code of Va. and the Culpeper County Code, Sec. 9-60 - 9-71. Each member of the Reserve Deputy force shall be governed by the policies and procedures of the Culpeper County Sheriff's Office. The Reserve Deputy generally performs the same duties and has law-enforcement powers equivalent to those of paid deputy. The same selection criteria will be applied to an Reserve Deputy applicant as for a full-time deputy. There shall be no discrimination based on race, color, creed, national origin, age, sex, or religious affiliation in selection or assignment of Reserve Deputy's.

Civilian volunteers can be a valuable asset to law enforcement agencies. Volunteers help to increase law enforcement responsiveness, service delivery, information input and information dissemination as well as providing new program opportunities.

In addition, volunteers can bring new skills and expertise to the job and prompt new enthusiasm. It is the policy of this Sheriff's Office to use qualified volunteers for specified tasks and duties that can create efficiencies for the department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, sworn officers and civilian personnel.

II. PURPOSE

To establish guidelines for the operation and control of the Reserve Deputy Program and other volunteers that support the departmental through performance of routine administrative tasks. The purpose of the volunteer programs is to augment the Sheriff's Office in operational and administrative areas to maximize the availability of paid staff.

III. DEFINITIONS

Reserve Deputy: A volunteer that has successfully completed the requisite training and received certification in Law Enforcement, Jailor, Court Security or Civil Process.

Civilian Volunteer: Someone who performs service for the Sheriff's Office without promise, expectation, or receipt of compensation for services rendered. This may include unpaid chaplains, officers, interns, persons providing administrative support, and youth involved in a Law Enforcement Explorer Post, among others.

IV. PROCEDURE

Organizationally, the Reserve Deputies will come under the Patrol Division Commander, and under the supervision of the supervisor on-duty.

1. Requirements and Selection

A. Applicants for Reserve Deputy must

1. Be 21 years of age
2. Possess a high school diploma or GED certificate
3. Successfully complete the hiring process
4. Successfully complete the required training

B. Applicants for the Reserve Deputy will go through the same hiring process as that for paid officers

2. Training Requirements

- A. Completion of the Basic Reserve School or be a Virginia State Certified Law Enforcement Officer
- B. Successful completion of firearms qualifications
- C. Successful completion of Tactical Baton, and OC Spray training
- D. Successful completion of Field Training Program
- E. Forty (40) hours of In-Service every two years.
- F. Semi-Annual firearms qualifications.

3. Probationary status

- A. All Auxiliaries will serve at the discretion of the Sheriff
- B. Auxiliaries will have the status of volunteers

4. Service Requirements
 - A. A minimum of sixteen (16) hours of service time is required per month
 - B. Failure to perform, without cause, shall be reason for termination
 - C. An inability to perform the minimum (16) hours may be excused by the Reserve Coordinator based on justifiable legitimate reason.
5. Calling into service
 - A. According to 15.2-1731 Code of Virginia, Reserve Deputies may be called into service under the following conditions:
 1. In time of emergencies
 2. At such times, as there are insufficient numbers of regular officers to preserve the peace, safety and good order of the community
 3. At any time for the purpose of training such Reserve officers, or
 4. To aid and assist regular deputies in the performance of their duties.
 - B. When called into service, Reserve Deputies shall have the powers, authority and all the immunities of paid law-enforcement officers.
 - C. Unless called into service, Reserve Deputy's shall have no arrest powers or police authority other than those granted an ordinary citizen.
 - D. Members of the Culpeper County Reserve Deputy Force are considered called into service under the following conditions:
 1. To attend scheduled training and meetings.
 2. When marked on and prior to marking off-duty for normal work schedule.
 3. When reporting for special assignments with the Department.
 4. When reporting to and from court and while attending court to give testimony in cases arising out of their duties as an Reserve Deputy.
6. Uniforms and Equipment
 - A. The Reserve uniform is identical to that of a paid officer.
 - B. Reserve Deputies are issued the same equipment as paid officers.
7. Rules and Regulations
 - A. Reserve Deputies shall conform to the policy and procedures of the Culpeper County Sheriffs Office.

- B. Reserve Deputies shall conform to the Law Enforcement Code of Ethics.

8. Duty Related Injuries

Limited insurance coverage is provided through the County of Calpeper with The Hartford Insurance Group.

A. On-Duty Injuries

1. If an Reserve Deputy is injured, the injury shall be reported to the on duty supervisor immediately. The supervisor shall follow the procedures as outlined in policy and procedure 1-19
2. In all cases, supervisors shall investigate the circumstances of the injury and submit the findings in writing to Reserve Coordinator and forwarded to the Sheriff.
3. The Reserve Coordinator shall file all claims on behalf of Reserve Deputies injured on duty with Administrative Services. The investigating supervisor shall furnish the Reserve Coordinator with a copy of the investigation report within 24 hours to facilitate the timely filing of the claim.

B. Off-Duty Injuries

1. Whenever an Reserve Deputy is injured off-duty, to the extent that they are unable to fulfill their monthly duty requirement or will be unavailable for emergency call-outs, a memorandum to the Reserve Coordinator will be completed.
2. The Reserve Coordinator shall be notified within 48 hours of the injury, or as soon as the Reserve Deputy is capable of doing so.

Civilian Volunteers

V. PROCEDURES

1. Administration

- A. The Support Services Commander is designated as the Volunteer Coordinator. The Administrative Services Director or designee shall be responsible for the following:
 1. Recruiting, selecting, and training qualified volunteers for various positions.
 2. Maintaining employment records for each volunteer.

3. Maintaining a record of volunteer schedules and work hours.
 4. Completion and dissemination as appropriate of all necessary paperwork and information.
 5. Planning periodic recognition events.
 6. Administering discipline when warranted.
 - B. All requests for volunteers shall be routed through the designated chain of command for review and volunteer selection.
2. Recruitment
- Volunteers shall be recruited on a continuous and ongoing basis consistent with the Sheriff's Office policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process shall be an interest in and an ability to assist the agency in serving the public.
3. Screening
- A. All prospective volunteers shall complete the volunteer application form.
 - B. The volunteer coordinator, or designee, shall conduct a face-to-face interview with an applicant under consideration.
 - C. A documented background investigation shall be completed on each volunteer applicant and shall include but not necessarily be limited to the following:
 1. Traffic and criminal record
 2. Employment
 3. References
4. Selection and Placement
- A. Upon their selection, applicants shall receive a confirmation letter prior to the start of service.
 - B. All volunteers shall receive a copy of this volunteer policy.

- C. All volunteers shall be required to sign a volunteer agreement.
- D. Volunteers shall be placed only in job assignments or programs that are consistent with their knowledge, skills, abilities, and the needs of the agency. Some assignments are, but not limited to:
 - 1. Routine office duties
 - 2. Records compilation, sorting and filing
 - 3. Copying
 - 4. Computer Activities
 - 5. Assisting in Crime Prevention and Crime Analysis
 - 6. Surveys
 - 7. Inventory

E. Volunteers will be under day-to-day supervision of the supervisor of the unit in which they are placed.

5. Position Description

- A. Volunteers shall be provided with a comprehensive written position description detailing their duties.
- B. Volunteers shall be used only in accordance with this description. Volunteers shall not work without a written job description or outside the limits of job responsibilities specified in the job description.
- C. Position descriptions shall be reviewed periodically to ensure that they accurately reflect the volunteer's duties and responsibilities.

6. Training

- A. Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on their work assignment.
- B. Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position.
- C. Volunteers shall receive periodic ongoing training as deemed appropriate by their supervisor or volunteer coordinator.
- D. Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are, sworn deputies or other full-time members of the Sheriff's Office. They shall always represent themselves as volunteers.

- B. All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Sheriff's Office.

7. Fitness for Duty

- A. No volunteer shall report to work or be on duty when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness, or injury.
- B. Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:
 - 1. Driver's license
 - 2. Medical condition
 - 3. Arrests
 - 4. Criminal investigations

8. Dress Code

- A. Volunteers shall conform to department-approved dress consistent with their duty assignment.
- B. Uniforms, if authorized for volunteers, shall be readily distinguishable from those worn by sworn deputies.
- C. No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty.
- D. Volunteers shall be required to return any issued uniform or agency clothing at the termination of service.

9. Confidentiality

- A. With appropriate security clearance, Reserve Deputies and volunteers may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all Sheriff's Office information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by departmental policy and supervisory personnel.

- B. Each volunteer shall sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal and possible criminal prosecution.
- C. Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Sheriff's Office, or maintain that they represent the Sheriff's Office in such matters without permission from the Sheriff.

10. Property and Equipment

- A. Volunteers shall be issued an identification card that must be worn at all times while on duty.
- B. Any fixed and portable equipment issued by the Sheriff's Office shall be for official and authorized use only.
- C. Any property or equipment issued to a volunteer shall remain the property of the Sheriff's Office and shall be returned at the termination of service.

11. Disciplinary Procedures/Termination

- A. A volunteer may be removed from the volunteer program at the discretion of the CEO. Termination of volunteers shall not be subject to due process considerations and volunteers shall have no property interests in their continued employment.

12. Evaluation

- A. An evaluation of the overall volunteer program shall be conducted on an annual basis.
- B. Regular personnel evaluations shall be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly, and to ensure optimum job satisfaction on the part of volunteers.