

**Tulsa County Sheriff's Office
Tulsa, Oklahoma**



16-04 Reserve Deputy Program

Note: This directive is for internal use only and does not enlarge an employee's liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Tulsa County Sheriff's Office and then only in a non-judicial administrative setting.

4.1 Policy:

The Tulsa County Sheriff's Office will train, equip and deploy civilian volunteer deputies sufficient to meet the response needs of the Sheriff's Office. These reserve deputies will adhere to and be accountable for all Sheriff's Office policies, rules and regulations, standard operating procedures, and local, state and federal laws. Reserve deputies functioning in an official capacity will be under the direction and charge of the Sheriff and will subordinate themselves to the supervision of the Sheriff's Office during their tenure of service. The Sheriff's Office will cooperate with reserve deputies whose actions lead to civil litigation. The reserve deputy will be represented on behalf of the Sheriff's Office, so long as their actions were within the scope of assignment and the policies of the Sheriff's Office or local, state and federal laws.

4.2 Purpose:

To provide guidelines for the orderly and efficient performance of duty by each deputy serving as an active member of the Reserve Deputy Program to accomplish the mission of the Tulsa County Sheriff's Office and attain the goals of the reserve program.

4.3 Definitions:

See Glossary for terms.

- h. Assist the Reserve Coordinator with the by-yearly evaluations and audit.

A.3 Chain of Command for the Reserve Program. Reserve deputies will adhere to the requirements of Policy 1-02, Chain of Command, except the administrative chain of command will be, in descending order:

- a. Sheriff;
- b. Undersheriff;
- c. Services Chief;
- d. Reserve Captain;
- e. Reserve Coordinator Sergeant;

A.4 All suggestions, complaints, recommendations and requests should be made in writing and follow the chain of command.

B. Applicant Requirements:

B.1 The candidates for reserve deputy positions must meet the same selection criteria as follows:

Persons applying for a reserve deputy position must:

- a. Be 21 years of age;
- b. Provide proof of U.S. Citizenship or resident alien status;
- c. Possess a High School Diploma or GED.
- d. Possess 60 college hours from an accredited University.

B.2 In addition, the reserve deputy applicant must successfully pass:

- a. The TCSO written examination for Deputy;
- b. The CLEET mandated physical agility course;
- c. A physical and medical examination;
- d. A drug screening examination;

C.5 Any applicant that has been out of law enforcement for five three years or more must complete the full Reserve Law Enforcement Training Academy prescribed by CLEET before being commissioned by the Sheriff's Office.

D. Reserve Deputy Requirements:

D.1 Training:

a. 240 hour CLEET Basic Academy

1. If attended a 160 hour Academy, Deputies will attend the first 80 hours of TCSO's current FTO academy.
2. If attended a 120 hour Academy, Deputies will attend the first 80 hours of TCSO's current FTO academy as well the CLEET Academy 40 hour legal block.

b. 480 hour FTO Program

1. If a Reserve Deputy already meets this requirement they will conduct a two week refresher with a current Patrol Field Training Officer.
2. If a Reserve Deputy already meets this requirement they will complete the 40 hours of Patrol Operations Training contained in the current TCSO FTO Academy.

c. Approved and verified prior FULL TIME Law Enforcement training through employment with another agency or department can be substituted in lieu of the requirements outlined in section "a" and "b" of this section.

d. Complete 2 hours of mental health training (Annually)

e. Each Reserve Deputy will maintain 23 hours a year of CLEET continuing education through:

1. Annual range training;
2. Training conducted at Reserve meetings;

D.7 Mandatory Annual Training: Each Reserve Deputy will maintain 23 hours a year of continuing CLEET education in addition to the 2 mandatory mental health hours. Any reserve deputy failing to complete mandatory annual training will be subject to disciplinary procedures including termination (See Policy 3-11, Disciplinary Procedures). This can be accomplished through the following ways:

- a. Annual range training;
- b. Training conducted at reserve meetings;
- c. Training conducted on SOMS;
- d. Outside continuing CLEET education.

D.8 Firearms Proficiency:

- a. Reserve deputies will be tested for firearms proficiency in the Spring and Fall during TCSO firearms qualifications and adhere to the requirements and policies set forth in the Sheriff's Office policies and procedures.
- b. Reserve deputies that score below 72% on the firearms proficiency test will have all on- and off-duty weapon carry authorizations suspended until the Training Captain reinstates authorization on subsequent qualification.

D.9 Reserve deputies not completing C.L.E.E.T. mandated training of 23 hours continuing education, 2 hours mental health training and firearms qualification annually will be placed on suspension.

- a. Being placed on suspension will require the reserve deputy to turn in their assigned weapon and badge.
- b. The reserve deputy will have 6 months to complete C.L.E.E.T. mandated training. If the mandated training is not completed within 6 months they will be removed from the reserve program.
- c. In any case of suspension (individual deputy and/or the reserve deputy program), the affected Reserve Deputy will be required to obtain a Fit for Duty release before re-entry back into the Reserve Program.

E.3 Professional Conduct:

- a. The Sheriff's Office will maintain the highest possible degree of professional conduct of its reserve deputies, both on and off duty.
- b. The reserve deputy shall not wear or use equipment from the sheriff's office in any part-time or full-time employment.
- c. Reserve deputies will abide by the same code of ethics and rules and regulations as regular deputies. However, participation as volunteer in the Reserve program does not offer the same benefits or employee rights as a regular deputy.
- d. When a citizen, fellow reserve deputy or other law enforcement officer believes that a reserve deputy has compromised the standards of the Sheriff's Office, they have the duty to file a complaint against the reserve deputy. The reserve **Captain** will see that any complaint is thoroughly investigated and that disciplinary action is taken when warranted. Complaints of a general nature will be investigated by the reserve coordinator; all other complaints will be forwarded **by the Reserve Captain** to the Internal Affairs Unit for investigation in accordance with Policy 5-04, Internal Affairs.

E.4 Emergency Equipment

- a. **Emergency equipment will not be mounted or used on any private vehicle operated by a reserve deputy.**

F. Reserve Retirement

- F.1 Reserve Deputies retiring under the provisions of the Tulsa County Sheriff's Office may retain their status as peace officers of the State of Oklahoma, retired, and as such may retain the right to keep their county issued firearm and badge. The retiring reserve deputy must have completed 12 years of service with the Tulsa County Sheriff's Office. The retiring officer must request, in writing to the Board of County Commissioners, permission to keep and bear arms on Attachment A., but the final decision belongs to the Sheriff. The Commissioners may grant the request and the Sheriff may issue a commission except in the following cases: