



General Order 16.4 - Reserve Bureau

PURPOSE: Define the Reserve Bureau mission statement and procedures dealing with reserve deputy selection criteria, academy training, assignments, uniform, equipment, firearm qualifications, bond, and liability protection.

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REVIEWED BY: Standard Review Committee

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16.4.1 RESERVE BUREAU MISSION STATEMENT

- A. The Reserve Bureau is established to assist and augment Sedgwick County Sheriff's Office full-time employees in the accomplishment of departmental goals and objectives.
- B. The reserve unit shall be used as needed for special events, incidents requiring increased staffing, and limited day-to-day operations in the areas of:
 - 1. Road patrol;
 - 2. Judicial Division;
 - 3. Investigations;
 - 4. Detention;

- 5. Training;
- 6. Chaplains and advisors.
- A. Reserve deputies will not be assigned to perform duties and responsibilities for which they have not received specific training. This provision is not intended to restrict the duties or responsibilities of a reserve deputy during emergencies.
 - 1. Duties and responsibilities of a reserve deputy will be defined by the training that is given as specified in [section 16.4.4](#).
- D. Sworn reserve deputies shall have the same authority to carry out their specified duties as would a full-time deputy, but said authority is limited to those periods of time when a deputy is working under the direction and control of the sheriff and/or his/her designee.
- E. A commander shall be appointed by the sheriff. This position will be a funded part-time position, hold the rank of major and be answerable directly to the sheriff.
- F. The Reserve Bureau shall have its own internal rank and organizational structure that mirrors that of the Sheriff's Office.
 - 1. This rank structure shall be utilized for reserve functions of an administrative nature.
 - 2. The reserve rank structure is superseded by any full-time sworn or detention deputy within their scope of operations, outside of a reserve administrative situation.
- D. All members of the reserve unit will adhere to departmental policies and procedures, rules and regulations, as well as the guidelines (see appendix) set forth by the reserve commander, whenever acting in their capacity as a reserve deputy of the Sedgwick County Sheriff's Office (i.e., when acting under the direction and control of the sheriff and/or his/her designee).

16.4.2 RESERVE DEPUTY SELECTION CRITERIA

- A. Selection criteria shall be the same as for a deputy sheriff classified position as outlined in Civil Service policy 2.02, with the exception of the age requirement.
 - 1. Minimum age of 18 for Detention reserve deputies
- B. Provisions of Civil Service do not apply to Reserves.

16.4.3 INACTIVE RESERVES

- A. Reserves who have served the Sheriff's Office for a minimum of ten (10) years and are leaving the Reserve's in good standing may, upon the nomination of the commander of the Reserve's and approval by the Sheriff be designated an inactive special deputy. In such case, the person thus designated will be allowed to retain his/her badge and be issued a

new identification card showing the designation of inactive special deputy. Such designation is honorary and in recognition of the years of service and dedication to the Sheriff's Office. Such designation carries no law enforcement powers or privileges unless the person so designated is specifically called to active service by order of the Sheriff. Persons with less than ten (10) years of service to the Reserve's may, at the discretion of the Sheriff, be considered for this designation based upon an outstanding record of service or accomplishments during their tenure with the Reserve's.

16.4.4 RESERVE ACADEMY TRAINING

- A. Reserve training will be taught by qualified reserve and full-time employees, as well as qualified outside personnel.
- B. Upon initial acceptance to the Reserves, reserve recruits shall satisfactorily complete a basic block of training approved by the Director of Training prior to becoming a commissioned special deputy.
 - 1. Said training being of such a nature so as to allow reserve deputies to function at special events and incidents requiring increased staffing.
 - a. Reserve training records shall be maintained at the WSCLETC.
- C. Each area of responsibility, as defined in [section 16.4.1 B](#), shall require a separate additional block of training.
 - 1. Each training block shall be specifically designed for the duties required of a reserve assigned to that position and shall be equivalent to specific training required of full-time deputies in that specific area of responsibility.
 - 2. Reserve deputies wishing to transfer from one area of responsibility to another, must first complete the designated block of special training for that area of responsibility.
- D. A reserve training liaison will be appointed by the Reserve commander. Duties of the training liaison shall include, but not be limited to:
 - 1. Coordinating training courses;
 - 2. Maintaining training records in regards to academy, in-service, and firearms qualifications; and
 - 3. Acting as liaison with the Wichita/Sedgwick County Law Enforcement Training Center.

16.4.5 RESERVE ASSIGNMENTS

- A. Upon the successful completion of the reserve academy, graduates will be assigned duties in a reserve division.
 - 1. Reserve deputies under 21 years of age may only be assigned to detention duties.
- B. Reserves shall then receive any additional training needed to carry out their assigned responsibilities. Such training may include, but not be limited to:
 - 1. Civil process certification
 - 2. Road Patrol certification
 - 3. Warrants certification
 - 4. Detention certification
 - 5. Investigations certification
 - 6. Courtroom security certification
- C. Once training has been completed, reserve deputies shall be assigned to a specific duty schedule to assist and augment full-time personnel in the delivery of Sheriff's Office services. Reserve deputies may hold certifications in multiple areas.

16.4.6 RESERVE DEPUTY UNIFORM

- A. Reserve deputies shall wear the same uniform as full-time deputies with the listed exceptions:
 - 1. The reserve badges shall be the same as the regular deputies with the abbreviation Res. indicated on it.

16.4.7 RESERVE DEPUTY EQUIPMENT

- A. Issued equipment for reserve deputies will not be distinguishable from equipment issued to full-time employees.
- B. Reserve deputies may be required to purchase certain items of mandatory equipment.
 - 1. This equipment must meet departmental standards.

16.4.8 RESERVE DEPUTY FIREARMS AND NON-LETHAL WEAPONS

- A. Unless specifically addressed in this general order, all reserve personnel will comply with the appropriate policy sections outlined in [general order 1.3](#) in regards to firearms and non-lethal weapons.
 - 1. Reserve deputies are restricted to carrying a firearm only when acting in their official capacity as special deputy sheriff's on behalf of the Sheriff of Sedgwick County.)
 - 2. Reserve deputies under 21 years of age may not carry firearms.

16.4.9 RESERVE FIREARM QUALIFICATIONS

- A. Reserve deputies, must perform at the same minimum proficiency levels and with the same frequency as full-time deputies.

16.4.10 RESERVE DEPUTY BOND

- A. [K.S.A. 19-801a](#) requires that the sheriff shall, before entering upon the duties of the office, execute a good and sufficient corporate surety bond.
 - 1. [K.S.A. 19-805](#) binds this bond to all deputies and assistants appointed by the sheriff.
- A. This bond covers reserve deputies when they are acting in their official capacity as special deputy sheriffs on behalf of the sheriff of Sedgwick County.

16.4.11 RESERVE LIABILITY PROTECTION

- A. Reserve deputies receive the same liability protection that full-time employees have when they are acting in their official capacity as reserve deputies, representing the sheriff of Sedgwick County.

16.4.12 DONATIONS IN SUPPORT OF SHERIFF'S RESERVE

- A. **(R)** Sheriff's Reserve deputies may be provided without charge to assist other Sedgwick County local law enforcement agencies with emergencies, special community events (parades, fairs, e.g.) and local, state, and federal agencies with law enforcement activities requiring additional temporary staffing (DUI check lanes/ saturation patrols, stakeouts, manhunts, distinguished visitor protection, e.g.)
- B. **(R)** Sheriff's Reserve deputies may be provided for traffic control, crowd control, crime prevention, and keep the peace services for large events where the Sheriff or his designee determines that such assistance is in the public interest.
- C. **(R)** In all cases, the use of Sheriff's Reserve deputies will be upon the approval of the Sheriff or his designee.
- D. **(R)** Donations to the Sheriff's Office in recognition of said services will be accepted.