



General Order 16.4 Appendix A

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ISSUED BY : Sheriff Jeffrey Easter

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16.4 Appendix A

The duties, responsibilities and obligations of the Reserve Bureau shall be outlined in these Guidelines and the General and Special Orders of the Sheriff's Office and the Reserve Bureau Commander ("Commander"), and shall be transmitted to the Reserve Bureau members by posting in the Reserve Bureau Office or other such means as the Sheriff and/or Commander may determine necessary and appropriate.

I. ORGANIZATION

- A. A Commander appointed by the Sheriff commands the Reserve Bureau and holds the rank of Major. The Commander administers all functions of the Reserve Bureau and reports directly to the Sheriff and Undersheriff.
- B. The Commander makes all staff assignments to each division of the Reserve Bureau. The Commander will develop qualifications for promotion to supervisory ranks within the Reserve Bureau. The Commander will announce appointments and promotions by means of a written order.
- C. The Commander may appoint a Deputy Commander to assist him/her in the administration of the Reserve Bureau. When appointed, the Deputy Commander shall hold the rank of Captain.
- D. A Reserve Bureau deputy with the rank of Lieutenant will command each division of the Reserve Bureau. No more than two (2) Reserve Bureau deputies with the rank of Sergeant will assist the division commander.

E. The divisions of the Reserve Bureau are:

1. Administration
2. Enforcement
3. Detention

II. DUTIES OF RESERVE BUREAU DIVISION

- A. The Administration Division shall be responsible for: obtaining and distributing equipment, the maintenance of all records, the recruiting and processing of applicants, the training of recruits and in-service training, preparing monthly, annual and special reports and obtaining volunteers for special assignments. The Administration Division commander will liaison with his/her full-time counterparts to insure timely and appropriate training of personnel occurs, that adequate equipment and supplies are maintained for the Reserve Bureau to function and to keep abreast of changes in training needs and procedures.
- B. The Enforcement Division will be responsible for assisting the full-time Patrol, Judicial and Investigation Divisions with regular patrol, warrants, courtroom security and investigation duties and special assignments requiring personnel able to operate a patrol vehicle independently. The Enforcement Division will be responsible for coordinating additional training for Patrol Certification, Investigations, Courtroom Security and Warrants Certification. The Enforcement Division Commander will liaison with the full-time Patrol, Investigations and Judicial Commanders to insure that services are being provided as needed and to keep abreast of changes within the corresponding areas of the Sheriff's Office.
- C. The Detention Division shall be responsible for assisting the full-time Detention personnel with handling inmates, booking and visitation. The Detention Division Commander will be responsible for coordinating additional training for assigned personnel to competently carry out their duties. The Detention Division commander will liaison with his/her full-time counterparts to insure that services are being provided as needed and to keep abreast of changes within the corresponding areas of the Sheriff's Office.

III. CHAPLAINS, ADVISORS & SPECIAL ASSISTANTS

- A. The Commander, with the approval of the Sheriff, may appoint non-commissioned personnel to assist in the function of the Reserve Bureau or provide specialized advice, counsel and/or services. Persons thus appointed shall not have arrest power or the authority to carry a firearm or other

weapons. Examples of these positions include: secretary, clerk, chaplain, instructor and counselor. Persons in these positions may be assigned to any Division.

IV. QUALIFICATIONS OF SPECIAL DEPUTIES

- A. The qualifications of a Special Deputy are: honesty, courage, fairness, sensitivity, mature judgment, intelligence, keen instincts, good physical condition and a desire to serve.
- B. The Reserve Bureau and its members are guided by the Sheriff's Office core values of: integrity, duty, ethics, attitude, leadership and service (IDEALS). It is essential that Special deputies affirm in their every word and action the trust placed in them by the Sheriff's Office and the citizens of Sedgwick County, Kansas.
- C. To be considered for membership in the Reserve Bureau, an applicant must:
 - 1. Complete a written application in the form prescribed by the Sheriff's Office. An incomplete, misleading or falsified application will result in no further consideration of the applicant.
 - 2. Be 21 years of age or over at the time of commissioning as a Special deputy. (Note: Special detention deputies may be between the ages of 18 and 20, but will not be authorized to carry firearms.)
 - 3. Pass a criminal, traffic and personal (family, friends, neighbors, employers, financial) background check. The applicant must be fingerprinted and must supply papers of personal identification acceptable to the Reserve Bureau and the Sheriff's Office.
 - 4. Possess a valid Kansas driver's license and be a legal Kansas and United States citizen and resident.
 - 5. Pass a physical ability, drug screening and psychological examinations.
 - 6. Must have graduated from high school or have successfully completed an examination of high school equivalency; completion of college-level course work is preferred.
 - 7. Live within 45 minutes driving time of the Sedgwick County Courthouse at the time of commissioning and throughout his/her membership in the Reserve Bureau.

8. Have the time to commit to completion of training and to performance of the volunteer law enforcement officer duties and responsibilities upon commissioning.
 9. Appear for a personal interview before members of the Reserve Bureau and/or Sheriff's Office.
- D. The decision to accept an applicant for training will be at the discretion of the Commander and the Sheriff's Office. Such decision will be made based on the totality of the information received from the applicant, investigations made, the collective judgment of the persons involved and the needs of the Reserve Bureau and the Sheriff's Office at the time of application.

V. TRAINING

- A. Upon acceptance as a Reserve Bureau applicant, each person must attend and satisfactorily complete basic training as required by the Reserve Bureau, the Sheriff's Office and/or the State Of Kansas for Special Deputies.
- B. After commissioning, Special Deputies will be required to complete additional on-the-job and classroom training in the assigned division area(s) of responsibility. Such additional training must be satisfactorily completed within one (1) year after commissioning to remain in the Reserve Bureau.
- C. All commissioned members of the Reserve Bureau will be required to complete certain in-service training and competency qualification(s) each year. Failure to complete such training will result in dismissal.
- D. Additional training in areas such as supervision, National Incident Management System, etc may be required for promotion within the Reserve Bureau.

VI. PROMOTIONS

- A. Members of the Reserve Bureau may be promoted to leadership positions based upon their achievement of competency, level of experience and demonstrated leadership abilities. In order to be considered for promotion, a member of the Reserve Bureau must:
 1. Detective:
 - a. Complete and pass Level II Road Patrol Certification
 - b. Have one year or more experience as a Patrol Certified Reserve Bureau Deputy

- c. Complete and pass Investigations Certification
- d. Maintain required skill/knowledge annual competency (firearms, ASP, WMD, etc)
- e. Maintain a record of good standing in the Reserve Bureau

2. Sergeant:

- a. Complete and pass Level II Road Patrol or Warrants Certification
- b. Have one year or more experience as a Patrol/Warrants Certified Reserve Bureau Deputy
- c. Complete and pass Level 100 and 200 NIMS Training
- d. Pass with a grade of 75% a Reserve Bureau Sergeant promotional test
- e. Maintain required skill/knowledge annual competency
- f. Maintain a record of good standing in the Reserve Bureau

3. Lieutenant:

- a. Same requirements as Sergeant adding:
- b. Have one or more years of experience as a Reserve Bureau Sergeant
- c. Have 2 or more years of experience as a Patrol/Warrants Certified Reserve Bureau Deputy.
- d. Pass with a grade of 75% a Reserve Bureau Lieutenant promotional test.

VII. GENERAL RESERVE BUREAU POLICIES

- A. The Sheriff's Office and the Reserve Bureau benefit from maintaining the goodwill of the citizens of Sedgwick County. Therefore, it is necessary for the Reserve Bureau to require members to assist in a fair share of assignments that are viewed as benefiting the public good.

B. Further, monthly Reserve Bureau meetings are essential to the dissemination of information necessary for the effective function of the Reserve Bureau and its members. In consideration of the above:

1. All members will annually assist in a reasonable share of special assignments.
2. Any member not assisting in special assignments may be dismissed at the discretion of the Commander.
3. Reserve Deputies may not work any special assignment or event that has not been approved by the Commander and the Sheriff or their designees in advance of the event or assignment.
4. General meetings will be held on a monthly basis. Dates and times for the meetings will be the first Wednesday of each month beginning at 1900 hours. When the monthly meeting date falls on a County holiday, the meeting will be held on the following Wednesday at the same time. These meetings are for the conduct of business, dissemination of information to members and for in-service training. Failure to attend 50% of monthly meetings may be cause for dismissal at the discretion of the Commander.
5. Locations of monthly meetings will be posted on the Reserve Bureau office bulletin board.

VIII. GENERAL RULES

A. As a law enforcement organization, the Reserve Bureau has the trust and support of our community. The Reserve Bureau has a sworn duty to protect citizens and their property. The words and actions of every member of the Reserve Bureau are subject to their scrutiny. It is essential to the Reserve Bureau's effectiveness that we maintain the confidence, trust and goodwill of our community. To that end, the following rules and regulations are promulgated:

1. Every member of the Reserve Bureau is subject to all the Sheriff's Office orders, directives, rules and regulation, policy and procedures, and administrative policies of Sedgwick County, and will conduct him/herself in accordance with the same.
2. When Reserve Bureau members address ranking Reserve or Sheriff's Office officers they will afford them the appropriate courtesy and respect of addressing them by rank and surname (i.e. Major Smith, Lieutenant Jones, etc).

3. Every member of the Reserve Bureau must present a well-groomed, clean and professional appearance. Uniforms and equipment will be kept in good repair and worn in compliance with the rules and regulations of the Reserve Bureau and Sheriff's Office.
4. Any member of the Reserve Bureau observing a criminal act when off duty should immediately contact the Sheriff's Office or other law enforcement agency with jurisdiction. Members of the Reserve Bureau should exercise restraint and mature judgment in such off duty situations and use their skills to discreetly obtain information about the perpetrator(s) for the responding agency.
5. Any person drawing wages as a law enforcement officer may only become a member of the Reserve Bureau with the approval of the Commander and the Sheriff.
6. All members of the Reserve Bureau must have a working telephone at their place of residence or a cellular phone. Information regarding changes in phone numbers, place of residence or employment must be communicated to the Reserve Bureau administrative staff at the first opportunity and no less than 72 hours after the change.
7. All members must work a minimum of 20 hours each month.
8. No member of the Reserve Bureau may accept or solicit any gratuity (money, discount, food, property, etc) for him/herself for work performed as a member of the Reserve.
9. The business and assignments of the Reserve Bureau and the Sheriff's Office are confidential and members of the Reserve Bureau may not divulge the same without the consent of the Director and/or the Sheriff.
10. The dissemination of information to the public (i.e. press releases, news conferences, etc) regarding the Reserve Bureau or Sheriff's Office will come from the Commander and/or the Sheriff. Any requests from the press (TV, radio, newspaper) must be referred to the Director or the Sheriff.
11. No member of the Reserve Bureau, except the Commander, may carry a firearm on his/her person when not acting as a Special Deputy on an approved assignment. The Commander is a part-time employee of the Sheriff's Office and a fully commissioned law enforcement officer.

12. Members of the Reserve Bureau may only carry weapons approved for use by the Sheriff's Office and with which the member is trained and currently qualified. Any changes in the weapon(s) members of the Reserve Bureau carry must be immediately reported to the Reserve Bureau's administrative division.
13. No member of the Reserve Bureau may make any arrangements, agreements or compromises between a criminal suspect and the victim of the crime to allow the suspect to escape arrest and/or prosecution. Any member of the Reserve Bureau having knowledge of such an activity must report the same to the Commander or the Sheriff.
14. Any member of the Reserve Bureau having knowledge of any facts or circumstances favorable to the defendant in any criminal case must immediately report the same to the Commander or the Sheriff.
15. No member of the Reserve Bureau may install emergency response equipment (lights, siren, etc) on his/her personal or work vehicle.
16. No member of the Reserve Bureau may stop or attempt to stop traffic law violators in a personal or work vehicle. Only Patrol, Warrants and Investigations Certified Reserve Bureau Deputies may initiate a vehicle stop in a Sheriff's Office vehicle. Other Special deputies may initiate a vehicle stop in a Sheriff's Office vehicle when acting under the direction and supervision of a full-time deputy or a Reserve Bureau deputy with a certification listed above.
17. Members of the Reserve Bureau must be cognizant that public scrutiny of their behavior and actions extend beyond on-duty situations. Thus, members of the Reserve Bureau are expected to demonstrate good citizenship and law-abiding behavior at all times.
18. Members of the Reserve Bureau must not exercise authority as a law enforcement officer in neighborhood or family disputes not involving immediate risk of great bodily harm or death. In all instances, members of the Reserve Bureau should report such situations to the law enforcement agency with jurisdiction in the area.

IX. BASIC OBLIGATIONS

- A. In order to become and then to remain a member of the Reserve Bureau, you must be able to be of service to the Reserve Bureau. This means that you must willingly, eagerly and routinely participate in the Reserve Bureau's activities. To keep the Reserve Bureau capable and valuable, we have

determined the three most important activities and call them the “Basic Obligations”.

1. You are expected and required to work a minimum of 20 hours each month.
 2. You are expected and required to work a fair share of special assignments.
 3. All members of the Reserve Bureau are expected and required to attend a minimum of 50% of Reserve Bureau monthly meetings. These meetings are important because they are essential to giving you current information and training about law enforcement, the Reserve Bureau and the Sheriff’s Office. They are also an essential part of in-service training that keeps Reserve Bureau members current on law enforcement competency.
- B. Because of the importance of the Basic Obligations, a member who does not meet all of these requirements may be dismissed.

X. LEAVE OF ABSENCE

- A. A member requiring relief from his/her duty obligations must submit a written request for the same through division channels to the Commander
- B. Leaves of absence for up to two calendar months will be reviewed and approved or denied by the Commander.
- C. Leaves of absence in excess of two calendar months and up to twelve calendar months will be reviewed and approved or denied by the Commander and the Sheriff.
- D. No member will be granted a leave of absence in excess twelve calendar months.