

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT  
LAW ENFORCEMENT RESERVE SUPPORT DETAIL**



**STANDARD OPERATING PROCEDURES**

**LAW ENFORCEMENT RESERVE SUPPORT DETAIL  
STANDARD OPERATING PROCEDURES MANUAL**

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# LAW ENFORCEMENT RESERVE SUPPORT DETAIL STANDARD OPERATING PROCEDURES MANUAL

## ADMINISTRATION

### 1.1 Authority & Role of the Law Enforcement Reserve Support Detail

The San Diego County Sheriff's Department Law Enforcement Reserve Support Detail, here after referred to as (LERSD) provides a variety of support services to the San Diego Sheriff's Department, other law enforcement, and public agencies. LERSD's primary focus is law enforcement support.

The objective of the LERSD Standard Operating Procedures Manual is to create and authorize the maintenance of the Detail's Policy and Procedures, directives, rules and regulations related solely to Reserve Personnel.

The LERSD Standard Operating Procedures Manual will govern the operations within this Detail. The manual will include procedural and instructional information, as it pertains to Reserve personnel. This manual shall not usurp the authority of the Sheriff's Department Policy and Procedures Manual.

Where matters of other Reserve or Department operations manuals are concerned, Reserve Law Enforcement personnel shall refer to and adhere to those policies, procedures, directives, orders, etc., found in those particular manuals (i.e. Patrol, Detective, ORET, Traffic, etc.).

### 1.2 Detail Manual-Revisions or Changes

Recommendations for the LERSD Standard Operating Procedures Manual revisions or changes will be routed through the Reserve Coordinator for proper formatting. Once formatted, the proposed changes will be forwarded to the Reserve Coordinator's Office within the Emergency Services Division, here after referred as (ESD), chain of command, via the Reserve Commander for final approval. Notification of approval or rejection of recommendations shall be re-routed through the appropriate Chain of Command to the originator.

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## 1.3 Review and Approval of LERSD Policy and Procedures

The ESD Captain has the final approval on all proposed revisions and policy changes for the Law Enforcement Reserve Support Detail.

Revisions to the Law Enforcement Reserve Support Detail Standard Operating Procedures Manual are welcome at any time. However, the Reserve Coordinator and ESD Lieutenant, with input from the Reserve Executive Management Team (hereafter referred to as EMT), should conduct a review of the LERSD Standard Operating Procedures Manual every two years. Any Reserve may submit a request for Manual revisions/changes via the Chain of Command to the Reserve Executive Management Team. Changes affecting the overall operation of the Law Enforcement Reserve Support Detail shall be routed through the Chain of Command for final approval.

## 1.4 LERSD Goals and Objectives

The goals and objectives of the Law Enforcement Reserve Support Detail is **VALUE TO THE DEPARTMENT.**

It shall be the responsibility of the Reserve Coordinator and the Reserve EMT Staff to establish goals and objectives annually. The Reserve Coordinator and the EMT Staff shall review the published goals and objectives on a semi-annual basis to ensure they are being met. Goals and/or objectives that prove to be impractical or impossible to meet may be modified or dropped by action of the Reserve Coordinator.

The goals and objectives shall be distributed to all Reserve personnel and ESD chain of command.

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## PERSONNEL

### 2.1 Detail Personnel Policy

The Sheriff's Department Personnel/Backgrounds Unit shall govern the membership selection procedures. The Reserve Coordinator shall determine the overall suitability for service for all recruit candidates cleared by the Personnel Unit.

#### A. Approved Candidates

Approved candidates for the Law Enforcement Reserve Support Detail (hereafter referred to as LERSD), shall complete the following:

1. An interview process to determine suitability of a chosen candidate and their ability to meet reasonable participation and financial obligations
2. A written examination may be administered
3. A Candidate must complete an academy (Level I, II, and III) that meets current P.O.S.T. standards.
4. Level I and Level II Reserves must complete an initial orientation session, which includes the completion of twenty-four hours of training in the Sheriff's Detention Facilities and the Reserve Transportation Unit.
5. Level I, II and III Reserves must complete the required field training as set out in Section 2.2, Personnel Categories.
6. Level III Reserves must complete an eight-hour shift with the Reserve Transportation Unit.

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## 2.2 Personnel Authority

The San Diego County Sheriff's Department Law Enforcement Reserve Support Detail personnel receive their authority from the following:

### 2.2 Personnel Authority

#### A. Level I Reserves:

The Level I Reserve Deputies are required by POST, to remain field qualified, with an average 16 hours a month or a cumulative 192 hours of service to the San Diego Sheriff's Department, for the calendar year. Refer to Department P&P Section 6.98 and related laws for additional details.

#### B. Level II Reserves:

The Level II Reserve Deputies are required by POST, to remain field qualified, with an average 16 hours a month or a cumulative 192 hours of service to the San Diego Sheriff's Department, for the calendar year. Refer to Department P&P Section 6.98 and related laws for additional details.

#### C. Level III Reserves

In order to remain active, a Level III Reserve Deputy must complete 96 hours of service to the San Diego Sheriff's Department for the calendar year. Refer to Department P&P Section 6.98 and related laws for more information.

#### D. Civilian Volunteers

Civilian Volunteers should be considered for non-law enforcement positions to free up Law Enforcement Deputies for other required duties. Civilian Volunteers may fill support roles in and around the field command post. The Civilian Volunteer is not allowed to work with Law Enforcement field teams. A Civilian Volunteer in order to remain active will need to accumulate 48 hours of service to the San Diego Sheriff's Department for the calendar year.

#### E. Limitations

If a Level II or Level III Reserve Deputy becomes involved in an incident requiring law enforcement action such as a traffic accident or a citizen flag down, they shall immediately notify the Communications Center.

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They shall give their unit identifier, location and the nature of the incident while requesting assistance from a regular patrol unit or the responsible agency. If transporting a prisoner, the Level II or III Reserve Deputy will remember that the person in custody is their ***main*** responsibility. The Level II or III Reserve Deputy will then take appropriate actions to stabilize the situation within the legal scope of their individual capabilities.

Reserve Deputies may be called upon to assist with Search and Rescue (SAR) missions. Some reserve deputies are also SAR members and vice versa. Regardless of whether someone is dual certified or not, if a reserve deputy is assigned to assist with a SAR mission, he/she must be appropriately attired (i.e., Class C uniform) and operate within all legal and procedural guidelines.

## 2.3 Other Memberships

All levels of Reserve Deputies are prohibited from being a sworn member with any outside law enforcement agency. All levels of Reserve Deputies are prohibited from having gainful employment with anyone who would require the Reserve Deputy to use his/her ability to arrest or carry a gun with which the San Diego Sheriff's Department has empowered them.

## 2.4 Membership Status

All members of the Law Enforcement Reserve Support Detail serve at the pleasure of the Sheriff. Members are "at will" unpaid volunteer employees of the Sheriff's Department and as such may be terminated by order of the Sheriff or his designated representative without a hearing or the right to appeal. Reserve or Volunteer personnel have no Civil Service protection nor are they protected under the Peace Officers Bill of Rights.

## 2.5 Uniforms and Equipment

All uniforms and equipment shall conform to the same standards as all Department personnel as set forth in Sheriff's Policy and Procedures Section 3.12.

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## A. Safety Equipment

All safety equipment will be issued to all Reserve Deputies. Individual assigned radios can be issued to the Reserve Deputy at the discretion of the individual Stations or Units where they are assigned. If a radio is not assigned to an individual Reserve Deputy, the Station must supply a cache radio to be used for the duration of the assignment.

## B. Other Equipment

The Reserve Coordinator may purchase additional equipment for the Reserve Deputy as needed for the performance of their assigned duties.

## C. UNIFORM REIMBURSEMENT

Each active Reserve is eligible for an annual \$450.00 uniform reimbursement.

### Process:

1. Active Reserve Deputies can submit reimbursement requests for a maximum of \$450 per fiscal year.
2. The Reserve Deputy must be an active member of the Reserve program for a minimum of one year from date of hire.
3. The claim will be for authorized uniform and equipment items only.
4. The Reserve Deputy completes the County General Claim Form and submits it to the Reserve Coordinator's Office.
5. The Reserve Coordinator must approve all Claims.

## D. Inspections

The following areas will be inspected on a yearly basis by each unit Lieutenant:

1. Uniforms and Equipment for good maintenance, repair and neatness
2. Inspections will be documented on the Regular Department's Inspection Form (SO84)

## E. Reserve Deputy Rank Insignia

Reserve Deputy rank insignia will not be worn on Patrol or Detail operations. Rank insignia can be worn for public relations events and during Departmental ceremonies or at the authorization of the Reserve Coordinator.

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## 2.6 Command Structure

The organizational structure reflects the basic organization and delineation of responsibility and authority.

The Reserve Coordinator has the authority and responsibility to organize the Law Enforcement Reserve Support Detail to provide the County with the day-to-day delivery of law enforcement services and an efficient and effective emergency response team of reserve law enforcement personnel. Delegation of this responsibility is shared with the Reserve Law Enforcement Reserve Commander.

The Reserve Executive Management Team (hereafter referred as EMT), forms the structure through which organizational components are defined, arranged, and coordinated. This is based upon direction from the Reserve Coordinator and the Reserve Commander.

The Law Enforcement Reserve Support Detail is aligned with two major division components, providing for the separation of line functions from staff functions. These are designated as Law Enforcement Division and Specialized Units Divisions headed by a Reserve Captain. A Reserve Captain who reports to the Reserve Commander of the LERSD heads each Division.

The Reserve Coordinator will supervise the Law Enforcement Reserve Support Detail. The Reserve Coordinator has the responsibility to see that staff and members of the LERSD carry out their duties in a proper and legal manner. All Reserve Deputies and Volunteers, regardless of their rank, are **subordinate** to any **salaried Deputy Sheriff**.

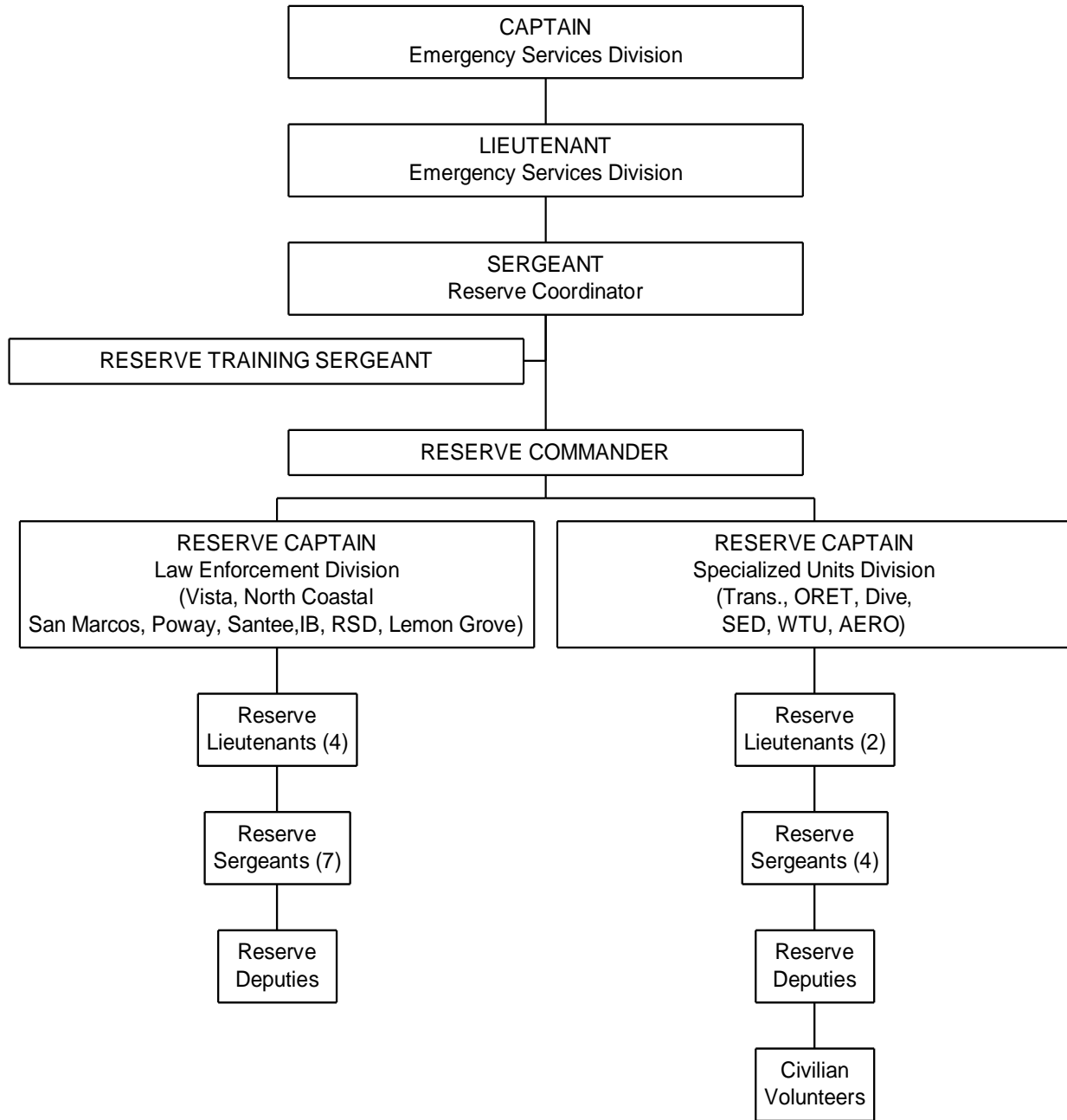
The Emergency Services Division Captain oversees LERSD. The Emergency Services Lieutenant supervises the Reserve Coordinator who oversees the LERSD. The Reserve Coordinator supervises the LERSD Reserve Commander. The Chain of Command below the Detail Reserve Commander is:

- Reserve Captains
- Reserve Lieutenants
- Reserve Sergeants
- Reserve Deputies
- Civilian Volunteers

The Organizational Structure of the Law Enforcement Reserve Support Detail is depicted on the following Organizational Chart:

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## Reserve Support Detail



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## 2.7 Duties & Responsibilities

The duties and responsibilities of personnel assigned to the Law Enforcement Reserve Support Detail shall be clearly stated in writing and shall be available for review by all Detail personnel.

The Reserve Coordinator, or designee, shall maintain a written statement of the duties and responsibilities of each job assignment in the Law Enforcement Reserve Support Detail.

### A. Reserve Commander

The Reserve Commander reports to the Reserve Coordinator and is the administrative head of the Law Enforcement Reserve Support Detail. The Reserve Commander may be required to perform other duties as well as the below listed specific responsibilities:

1. Supervise Reserve Captains to ensure each Division complies with Departmental standards.
2. Liaison between the Reserve Law Enforcement Support Detail and the Reserve Coordinator. The Reserve Commander may assign certain operational duties to the Reserve Captains.
3. Issue directives to the Detail as directed by the Reserve Coordinator. Assume direct control of any Division under his/her command when necessary.
4. Ensure division management is adequate and properly supervised.
5. Delegate duties as necessary to Reserve Captains
6. Approve or disapprove requests from Division Reserve Captains affecting policy or operational changes. Forward appropriate requests to the Reserve Coordinator's Office for review.
7. Direct control of Law Enforcement Field Mission Assignments/Service Requests to assist salaried deputies when such actions do not conflict or interfere with the order and/or direction of any salaried deputy

### B. Reserve Captains

The Reserve Captain reports to the Reserve Commander and is a policy administrator and the operational head over his/her Division(s). The Reserve Captain may be required to perform other duties as well as the below listed specific responsibilities:

1. Enforce policy and general orders via the Reserve Coordinator, or Reserve Commander.

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2. Approve or disapprove staff requests affecting Division policy or operations.
3. Forward approved requests through the Chain of Command.
4. Work with the Reserve Commander and the Reserve Coordinator to resolve serious disciplinary problems, including overseeing administrative investigations.
5. Line supervision of Reserve Lieutenants
6. Coordinate field activities of LERSD as directed by the Reserve Commander when such action does not conflict or interfere with the order and/or direction of any salaried deputy.

## **C. Reserve Lieutenants**

The Reserve Lieutenant reports to the Division Captain and is responsible for the following duties:

1. Lieutenants to assist unit sergeants with all assigned Reserve officers; day-to-day supervision of all station activity affecting Reserve Personnel.
2. Lieutenants along with unit sergeants are liaisons to the station commander, or his/her designee, and the Reserve Coordinator regarding reserve affairs.
3. Policy enforcement, administrative investigations, and with unit sergeants, disciplinary action for all Station Reserves
4. Field command as directed by the Division Captain, or higher authority, when such action does not conflict or interfere with the order and/or direction of any salaried deputy.

## **D. Reserve Training Sergeant**

The Reserve Training Sergeant reports directly to the Reserve Coordinator.

The Reserve Training Sergeant is responsible for ensuring the unit meets compliance with required standards. They are responsible for coordinating unit-training activities and cross training with other Reserve Units and outside agencies. The training sergeant will handle all training requests and liaison with the in-service training department.

## **E. Reserve Sergeant**

The Reserve Sergeant reports to the Lieutenant for his unit and is responsible for the management and supervision of the unit. Plans and coordinates all assignments, activities, and special events affecting Station Reserves.

## **F. Reserve Deputies**

All Reserve Deputies report directly to their Unit Sergeants. Reserve Deputies will support their individual patrol stations as well as the entire reserve organization.

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## G. Civilian Volunteers

Civilian Volunteers report directly to their Unit Sergeants and will generally have their duties limited to support roles. They may be assigned to support units to perform duties related to base camp or command post, administrative or support tasks. The Civilian Volunteers may also participate in special units, if qualified, such as WTU, DIVE, and AERO.

### 2.8 Personnel Status Changes

In order to maintain an accurate LERSD personnel roster, all members are required to provide current information. Changes of residence, address, telephone numbers, name, and/or employer are the responsibility of each member. In addition, requests for leave of absence, retirement, or resignation are the responsibility of the affected member for proper notification. Changes and updates must be in writing on the appropriate Department form and submitted via the Chain of Command. The Reserve Coordinator's Office will publish updated information reflecting the status changes.

## A. Leave of Absence

Leave of absence requests must be submitted in writing and forwarded through the Chain of Command. The reason for the request should be included such as health, family situation or another demand that would prohibit the volunteer from active participation. The request should also include the expected time of returning to service.

The Unit's Reserve Sergeant may grant up to 60-days off with no equipment return. Reserve Lieutenants for the unit may grant up to 180-days off with the reserve's badge and identification card turned in to the Reserve Coordinator's Office. The Reserve Coordinator may grant up to 365-days off with the reserve's badge, identification card and service weapon turned in to the Reserve Coordinator's Office. It is the Reserve Lieutenants' responsibility for his units to collect and inventory the returned/issued equipment. Equipment collected will be turned over to the Reserve Coordinator for disposition.

The Reserve EMT staff and the Reserve Coordinator, in conjunction with Sheriff's Personnel, shall consider requests for an extended Leave of Absence beyond one year on a case-by-case basis.

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## B. Return to duty following leave

For any Leave of Absence of 180 days or more, notification that you are returning to duty will be made in writing and submitted through the Chain of Command. Such requests will be made within 30 days of the original expiration date. Failure to do so may result in automatic dismissal. Requests to return to duty after 30 days and not more than 180 days, may be done by contacting the Reserve Sergeant for that unit, which will be routed through the Reserve Lieutenant for that unit, the Division Captain and Reserve Coordinator, so the reserve's records can be updated. All returning to duty reserves must qualify with their Department issued weapons and have all CPT current.

### 2.9 Reporting Illnesses and Work-Related Injuries

Any employee who becomes ill or injured during working hours and is unable to complete his or her assignment shall immediately report it to their supervisor or on duty patrol sergeant. The Reserve Coordinator will be notified as soon as reasonably possible. The medical attention and reporting procedures are set forth within Department Policy and Procedure Section 3.16.

### 2.10 Discipline Procedures

#### Investigations

Investigations into alleged employee misconduct can be initiated at any level in the Chain of Command.

If the investigation results in a conclusion that the employee has committed some form of misconduct, the Reserve Coordinator shall initiate a recommendation for disciplinary action.

Prior to recommending discipline, the Reserve Coordinator shall meet with the accused employee, outside the presence of the investigator, explain the findings and allow the employee an opportunity to provide information that could mitigate the findings or affect a recommendation for discipline.

Causes for disciplinary action are set forth in Department Policy and Procedure Section 3.3.

Whenever considered necessary by the Reserve Coordinator a Reserve Deputy, as a member of this Department, may be placed on Administrative Assignment pending an investigation for an unlawful act or violation of the department rules.

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## 2.11 Promotional Process

The Law Enforcement Reserve Support Detail shall provide for a promotional process, which will include a written examination, oral examination, resume, or any one of the three.

If an examination is given, it shall be job related and approved by the Reserve Coordinator.

Oral examinations shall be comprised of three interviewers utilizing the same interviewing and scoring formula for all candidates within that Rank from the Law Enforcement Reserve Support Detail.

Promotional oral boards should contain three supervisory personnel from either the Law Enforcement Reserve Support Detail or the Department. Department personnel participating on an oral board should be a Sergeant or above. LERSD personnel should be at least two ranks higher than the candidate should or one rank higher than the position desired.

In the event only one person applies for a specific position, only a resume may be submitted. The Unit Sergeant and the Reserve Lieutenant for that unit along with the Division Captain shall review the resume. Additionally, the Reserve Commander should review the application. The Reserve Coordinator and Reserve Commander will make the final selection regarding promotions. Promotions can be made without an oral or written examination.

Acting positions may be utilized for any vacant position. The position should be filled as soon as practical with a permanent supervisor.

When a position becomes available, a job announcement shall be declared for no less than three weeks prior to the testing process. Any Reserve who meets the posted qualifications for a promotional position may submit a written resume to the Reserve Coordinator's Office. Candidates for promotion into specialized units must meet the basic requirements of that unit.

If more than one person applies for a position, a board shall be established, and an oral exam will be given to all the applicants. An eligibility list consisting of the number of open positions plus three shall be established based on the final scores of the applicants. Promotions shall be selected from this list.

If the opening is for the Reserve Commander, the Reserve Coordinator and the Emergency Services Lieutenant shall conduct the process and make the recommendation via the chain of command to the ESD Captain.

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## 2.12 Minimum Requirements

### A. Reserve Commander:

The desired qualifications are listed below, but may be waived at the discretion of the Emergency Services Captain:

1. A Level I Reserve
2. Completion of the San Diego County Fundamentals of Supervision Course, or equivalent
3. Has completed a minimum of 3 years as a Reserve Captain

### B. Reserve Captain:

The desired qualifications are listed below, but may be waived at the discretion of the Emergency Services Captain:

1. A Level I Reserve
2. Completion of the San Diego County Fundamentals of Supervision Course, or equivalent
3. Has completed a minimum of 2 years as a Unit Lieutenant

### C. Reserve Lieutenant:

The desired qualifications are listed below, but may be waived at the discretion of the Emergency Services Captain:

1. A Level I Reserve
2. Level II and III Reserves may apply for non-patrol units
3. 4 Years with the San Diego County Sheriff's Department Law Enforcement Reserve Support Detail
4. Completion of the San Diego County Fundamentals of Supervision Course, or equivalent (must be completed within first year of appointment).
5. Has completed a minimum of 2 years as a Unit Sergeant

### D. Reserve Sergeant:

The desired qualifications are listed below, but may be waived at the discretion of the Emergency Services Captain:

1. A Level I Reserve
2. Level II and III Reserves may apply for non-patrol units

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3. Must complete the San Diego County Fundamentals of Supervision Course or equivalent (must be completed within first year of appointment).
4. Has been a reserve deputy for at least 1 year

## 2.13 Transfers

Transfers may be requested from unit to unit, or division to division for filling openings, providing special services and/or enhancing training and career development. Transfers will be based on the overall needs of the department.

An employee wishing to transfer shall submit a written request including the reason(s) for the transfer and forward it through the Chain of Command to the Reserve Captain for approval.

The reserve deputy must understand, agree to, be able to meet entry requirements, training standards, and obtain special equipment required of the prospective new unit. Reasonable time shall be allowed to meet entry requirements for the transfer to become final. Otherwise, the approved transfer shall be probationary.

The Reserve Captain of the Division shall arrange for the transfer request paper work to go to the receiving Unit's Reserve Captain for approval and acceptance criteria.

Reserve Lieutenants or the unit's Reserve Sergeant may deny a transfer request from an individual into their unit if it is determined that denial is what is best for the operation of the unit. To ensure the denial was warranted and proper procedures were followed, the EMT staff will review any transfer requests that were denied.

## 2.14 Retirement

Retirement requests shall be forwarded through the Chain of Command to the Reserve Coordinator for processing. There are two types of retirements:

### A. Honorable

Having served for ten (10) or more years of service unbroken by no more than one (1) year of approved leave of absence. Honorably retired Reserves shall receive a retirement badge and ID card and a retirement plaque. Honorably retired Reserve Deputies will qualify for the Law Enforcement Officer Safety Act (hereafter referred to as LEOSA HR 218). A retirement plaque will be awarded to honorably retired non-sworn Civilian Volunteers.

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## B. Medical

Shall be the same as for honorably retired reserves except the employee must have served a minimum of five (5) years of unbroken service. The medically retired reserve deputy with only five (5) years of service will not qualify for LEOSA.

The Reserve Coordinator is responsible for the final approvals of retirements.

### 2.15 Reinstatement

Former Reserves who wish to be reinstated to active service should submit a request, in writing, to the Reserve Coordinator. Upon receipt of the request, the Reserve Coordinator and EMT shall discuss the request and inform the individual of the decision.

Records shall be reviewed to ensure the employee left the organization under honorable conditions, maintained at least minimum standards for participation and training, and no documented negative reports are on file.

Returning employees must complete all refresher training required by POST and the Department.

Sheriff's Personnel will be advised and determine what applications if any will need to be completed prior to the reinstatement.

### 2.16 Personnel Rosters and Files

All roster changes shall be forwarded to the Reserve Coordinator through the chain of command for action. The Reserve Coordinator's Office will publish updated rosters on a periodic basis for appropriate distribution.

Rosters are confidential in nature and shall not be duplicated for any purpose outside of the LERSD or the Department. Out of date rosters shall be destroyed prior to disposal.

Department policy regarding the review of personnel files shall apply to all reserves.

### 2.17 Timekeeping

All personnel are responsible for tracking their own hours and mileage expended, in mission manager, while on duty for the Sheriff's Department. Mission Manager should be updated within three days of completing a specific detail or patrol.

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Level I and Level II Reserve Deputies are required to serve 192 hours annually, on an average of 16 hours per month.

Level III Reserve Deputies are required to serve 96 hours annually.

Civilian Volunteers are required to serve 48 hours annually.

Failure to maintain documented Department participation will result in administrative suspension followed by possible termination. Hours must be a combination of Meetings, Range, Search Missions, Training, Special Assignments, Court, Transportation, Uniform Patrol, Special Events or Miscellaneous Activities. Reserve Lieutenants will check Mission Manager periodically to see that units under their responsibility are maintaining the number of hours to reach their yearly goals as stated above.

## 2.18 Awards and Recognitions

Upon recommendation, the Sheriff's Department will recognize both Reserve Deputies and Volunteers, who have performed their duties in an exemplary manner. Such recognition is not easy to come by and will not be taken lightly. Recognitions may come in the form of medals, certificates, and commendations. Definitions of these awards can be found in the Department's Policy and Procedures Manual.

The Reserve Coordinator, with input from the EMT, may act upon recommendations for Departmental Awards.

The LERSD also recognizes its employees in several ways as described below:

### A. Time in Service

A metal nametag is awarded after every five (5) years of service. A single star is engraved on the nametag denoting each five years. A certificate of service is also awarded. A reserve flat badge will be available at time of appointment in conjunction with receiving a CCW.

### B. Special Plaques

Plaques may be authorized and awarded for those who have contributed significantly to special service, special projects, special programs to enhance Detail operations, etc. The Reserve Coordinator and EMT will act upon recommendations by approval or disapproval.

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## **C. Service Hours Certificates**

Certificates are awarded annually to those reserve deputies or volunteers who have completed service hours above set levels in the prior year.

## **D. Memorials**

The EMT may recommend and award special plaques and/or certificates in memoriam to the family of a reserve deputy or volunteer who has passed away while in active service and in good standing.

## **E. Staff Awards**

The Reserve Coordinator and/or EMT may award other types of recognitions and awards for special contributions or service not otherwise provided.

## **F. Emeritus Award**

Under extraordinary circumstances, the Detail may honor a retiring reserve deputy or volunteer. For consideration, an Emeritus candidate must meet the following criteria:

1. Must have served a minimum of twenty (20) years of unbroken service in the LERSD
2. Must have been Honorably Retired
3. Must have a service record reflecting hourly contributions in excess of the minimum requirements, earned above standard evaluations, and be recognized for their ability to maintain good public relations.

## **G. Other Awards**

Individual Units may also recognize their unit employees in special ways as may be appropriate and in the spirit of earned recognition. Approval shall be by the Unit's Division Reserve Captain.

The Reserve Coordinator shall approve or disapprove all award recommendations made through the EMT.

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## OPERATIONS

### 3.1 Rationale

The Law Enforcement Reserve Support Detail (LERSD) provides critical support services to the San Diego County Sheriff's Department and has been trained and equipped to perform the following functions:

- A. LAW ENFORCEMENT SUPPORT
- B. OFF-ROAD VEHICLE ENFORCEMENT
- C. UNDERWATER SEARCH AND RECOVERY
- D. PRISONER TRANSPORTATION
- E. SPECIAL EVENT SECURITY
- F. TRAFFIC & CROWD CONTROL
- G. SPECIAL ENFORCEMENT DETAIL
- H. EMERGENCY RESPONSE
- I. PUBLIC AWARENESS & PUBLIC EDUCATION
- J. WEAPONS TRAINING
- K. AERIAL UNIT

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## 3.2 Service Requests

Law Enforcement Reserve Support Detail (LERSD) is a support-based organization. LERSD operations are based on the needs of the Department. LERSD provides resources for mission-based operations that are initiated by individual Department Stations or Units and approved by the Reserve Coordinator. LERSD does not provide services to private organizations directly. The LERSD does not provide services for compensation. All requests for service throughout the county shall be submitted to the Reserve Coordinator who will schedule and field the appropriate Reserve units to handle a request. Requests should be prioritized as follows:

- Sheriff's Department Emergency Response Requests
- Sheriff's Department Patrol Station Requests
- Sheriff's Department Training Requests
- Other County Department Requests
- Other Cities Requests
- Other Governmental Requests

Service Requests should specify the mission, number of personnel, type of equipment needed, specific goals, and length of time the personnel will be needed. Requests can be in writing, by telephone, by e-mail, or through the individual Sheriff's Department Commands. All Requests for service shall be formalized on the LERSD Service Request Form. The Reserve Coordinator shall approve all LERSD missions.

## 3.3 Funding

The Department provides an operating budget for the operation of the Law Enforcement Reserve Support Detail that is managed by the Reserve Coordinator, with review by the ESD Lieutenant.

The process for the use of all funds will be the following:

### **B. OPERATING BUDGET**

The Reserve Coordinator will develop a list of spending needs based on the allowed uses for the funds. Consideration should be made for unexpected or emergency needs. The Reserve Lieutenants will submit request for funds, for the Units under their responsibility through their Division Captains.

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## C. CCW PERMIT FUNDING

Reserves' CCW permits are funded from the LERSD budget in conformance to Section 3.4 of this SOP.

### 3.4 CCW

The authority for the four-year Carrying a Concealed Weapon (CCW) permit is established and regulated by Penal Code Section 12050 (C).

Reserve Deputies appointed or deputized by the Sheriff and living within San Diego County satisfies the CCW residency requirement. Reserves living out of the County of San Diego can be processed for a CCW permit, if approved by the San Diego County Sheriff's Department. The standard operating procedures and requirements for the San Diego Sheriff's Reserve applications and licenses will be as follows:

#### A. NEW CCW – Active SDSD Reserves Deputies Only

1. The applicant must be a Sheriff's Department Reserve Deputy and at time of appointment as such is eligible to apply for a CCW.
2. The applicant must complete and submit in person to Sheriff's Licensing, the initial standard State application (Form BCIA 4012). This form can be found on the Sheriff's Network V-Drive under "Reserve Info" folder.
3. The applicant must present Department Reserve credentials.
4. Completed Live Scan form (BCII 8016). This form can be found on the Sheriff's Network V-Drive under "Reserve Info" folder. Note: State "SDSD Reserve #39580" under "Misc. No. Bill."
5. List the approved weapons on the application. State CCW permits are weapon specific. The Reserve Deputy must list all concealable firearms they want to carry including their duty weapon. The Licensing Division can only approve a maximum of three weapons, including your duty weapon.
6. The Weapons Training Unit must approve all weapons prior to submitting application.
7. The CCW permit will not be issued until Sheriff's Licensing receives clearance from the State (firearms eligibility) and the local routine background examinations are completed and approval of the CCW review has been completed. The background approval letter will be sent to the Reserve Coordinator for approval.
8. Reference letters and Sheriff's processing fees are waived.
9. The Department of Justice (DOJ) fingerprint clearance is not waived and will be paid by the LERSD budget.
10. Once the permit has been approved and issued, the Reserve Deputy Sheriff must come in person to pick up the permit.

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11. The Reserve Deputy Sheriff will then take CCW to Personnel where they will issue and endorse his/her Department Identification Card. The expiration of the CCW endorsement will correspond with the expiration date on the CCW card.

## B. RENEWAL CCW- Active SDSD Reserves Only

1. A renewal application may be submitted up to 30-days prior to the expiration of the CCW.
2. The applicant must complete the San Diego Sheriff's Department "CCW Renewal" form. The form can be found on the Sheriff's Network V-Drive under "Reserve Info" folder.
3. The applicant must submit the completed application in person to Sheriff's Licensing. Note: List "San Diego Sheriff's Reserve Account #39580" under "Reason for Request of CCW."
4. The renewal application fees are waived.
5. List the approved weapons on the application. State CCW's are weapon specific, the Reserve Deputy must list all concealable firearms they want to carry including duty weapon. The Licensing Division will only approve a maximum of three weapons, including your duty weapon.
6. The Weapons Training Unit must approve all weapons prior to submitting application.
7. DOJ renewal fees will be funded from the LERSD budget.
8. Once the CCW permit has been renewed, the Reserve Deputy Sheriff will take permit to the Personnel Division where a new Sheriff's Identification Card with the new expiration date will be issued.

## C. AMENDMENTS

1. If changes with weapons or residency occur during the term of the license, the Reserve Deputy Sheriff must complete the State Amendment form (BCIA 4502) and personally bring it in to Sheriff's Licensing. The Sheriff's licensing staff will issue a new State License and forward the amendment form to DOJ. The Weapons Training Unit must approve any new weapons.

### 3.5 Duty Status

Reserve Deputies **MUST BE** placed on duty by a salaried Deputy Sheriff. On-duty assignments are made on authority of the Reserve Coordinator. All Reserve Deputies reporting to duty at any Sheriff's Facility must check in with the on-duty Watch Commander or his designee, advise them of their on-duty status and **Level of Training**, to obtain approval. The Station Reserve Sergeant is responsible to ensure proper compliance and operational oversight when the assignment:

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- Is within the mission of the Reserve Law Enforcement Support Detail
- May be accomplished via the Reserve Chain of Command

The Reserve Coordinator will direct on-duty assignments when:

- The assignment is outside normal Station Reserve function (ORET, Dive, etc.).
- The request is from an outside agency
- The request will require Reserve personnel from more than one station
- The request will require an operation outside of the requested station's normal operational area
- Any similar request for services outside of the station's normal mission should be pre-authorized via the Chain of Command to the Reserve Coordinator by telephone or a Reserve Service Request. Cellular telephone or text notifications for urgent requests to the Reserve Coordinator are authorized.

## A. EMERGENCY DUTY STATUS

Under normal circumstances, a Reserve Deputy is **Generally Prohibited** from putting him/herself on duty. A Reserve Deputy shall only be allowed to place him/herself on duty in the event one of the following incidents occurs and only if training dictates that such action is necessary and within the guidelines described in Department Policy and Procedures Section 9.1 and the Department Emergency Operations Manual:

- Major earthquake
- Catastrophic disasters (i.e., floods, fires, major chemical spills, commercial plane crashes involving dense populations, etc.)
- Terrorist actions occurring now
- Immediate threats to life occurring now when no other course of action can be taken without accelerating the situation.

Any Reserve Deputy who places him/herself on duty shall notify the Communications Center as **soon** as practical. In addition, a Deputy's Report explaining the circumstances surrounding his/her actions must be submitted to the Reserve Coordinator via the Chain of Command within 48 hours after the event is over.

In the normal course of the LERSD business, all Reserve Deputies working under the direction of the Reserve Coordinator will be considered to have been placed on duty.

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## 3.6 Station/Unit Meetings

### A. STAFF MEETINGS

The Reserve Coordinator shall assume the responsibility and accountability of the Reserve Law Enforcement Staff here after referred to as (RLES) Meeting. A RLES meeting should be held once a month. At times, a monthly meeting may be cancelled at the discretion of the Reserve Coordinator.

RLES meetings should be used for dissemination of information pertinent to the Department and the RLES. The information disseminated is as follows:

- New/Old Business
- Policy changes
- Promotions, transfers, demotions, dismissals
- Training
- Service Requests involving special events

### B. STATION/UNIT MEETINGS

The Reserve Station Sergeant shall assume responsibility and accountability for the Unit meetings. Station Unit meetings should be held at least once a month. Unit meetings should be held, preferably during the next week after the RLES meeting while the information from the RLES meeting is pertinent.

Unit meetings shall be used for dissemination of information pertinent to the Department and the Reserve organization:

- New/Old Business
- Policy changes
- Promotions, transfers, demotions, dismissals
- Training
- Service requests involving special events
- Training

The Reserve Unit Sergeant must authorize excused absences in advance. Unexcused absences shall be cause for disciplinary action. If two (2) or more unexcused absences occur in any one-year period, disciplinary action may be taken.

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## 3.7 Emergency Mobilization

The Department utilizes the **Incident Command System** (hereafter referred to as ICS) to manage field operations during emergencies. Section 9.1 of the San Diego County Sheriff's Department Manual of Policies and Procedures shall apply to all emergencies of a catastrophic nature, where normal channels of communication are disrupted.

### A. PROCEDURE

1. As registered Disaster Workers, all Reserve Deputies shall assist the Department in times of emergency or disaster.
2. Each Reserve Unit shall maintain an accurate contact list and implementation procedures.
3. In the event of a catastrophic disaster, all Reserve Deputies shall report in appropriate uniform to their duty station. If conditions make this impossible, they shall report to the nearest Sheriff's Station, substation, or the Main Office.
4. The Department will utilize Mission Manager's paging system that leaves a voice message, email and text on each of the deputy's home phone, computer and cell phone.

## 3.8 Off-Road Operations

All Reserve personnel operating off-road vehicles must complete a structured, documented training program, prior to driving the vehicles independently. The vehicle training program(s) are designed to familiarize the Reserve Deputy with off-road vehicle operations with an emphasis on officer and public safety, while minimizing damage to the vehicles.

### 4X4 Course

The 4X4 training course will generally be 16 hours in length. The class will be the Basic 4X4 Safety Institute 4X4 Safety Course, conducted by a Certified 4X4 Safety Institute Course Instructor.

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## **ATV Course**

The ATV training course will generally be 8 hours in length. This class will be the Basic ATV Safety Institute ATV Safety Course, conducted by a Certified ATV Safety Institute Course Instructor.

## **UTV Course**

The UTV training course will generally be 8 hours in length. The class will be the Basic UTV Safety Institute, UTV Safety Course, conducted by a Certified UTV Safety Institute Course Instructor.

## **Jeep Course**

The jeep-training course will generally be 4 to 8 hours in length. The class will be the Basic Jeep Transition Safety Course, conducted by a Certified Jeep Safety Institute Course Instructor.

All Reserve personnel are required to have all uniforms and rider safety equipment necessary to perform their duties in a safe and effective manner during any type of off-road detail.

## **ORET ATV & UTV Uniform**

- Shirt – Standard Patrol long sleeve tan shirt with shoulder patches, cloth badge, cloth name strip.
- Pants – Standard Mobile Field Force olive drab green “BDU” pants.
- Footwear – Black or tan ankle length or high-top boots. Dual sport motorcycle boots if desired.
- Head Protection – Full faced DOT approved off-road motorcycle helmet, or similar approved motorcycle helmet.

## **ORET Patrol Uniform**

Shirt – Standard Patrol long or short sleeve tan shirt with shoulder patches, cloth badge, cloth name strip. Black polo shirt with patches and cloth badge.

- Pants – Standard Mobile Field Force olive drab green “BDU” pants.
- Footwear – Black or tan ankle length or high-top boots.
- Vest can be either internal or external (under or over uniform shirt) when operating an off road vehicle.

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## Operational Plan

Operational plans should include the following:

**Situation** – A general overall description of the event, including:

- Persons or groups expected to participate
- Location of event
- Time and duration of event
- Equipment and resources needed

**Mission** – A clear, concise statement of the task to be completed or accomplished.

**Execution** – Statement of how the overall mission will be conducted operationally. Includes the following:

- Enough detail to ensure appropriate action by subordinates in the absence of additional instructions
- Specific task assignments to individual elements of the command
- Instructions to Reserve Units
- Coordinating instructions between designated personnel
- Legal and procedural considerations

## Administration

All reserve personnel prior to working an off-road detail, must check into the Command Post to receive the objective of the detail. They will also provide the Command Post with their information relating to the mission. All details worked will be approved by their immediate chain of command.