	Winchester City Sheriff's Office Manual of General Orders Administration 117	Effective Date: May 1, 2014
		Accreditation Standards: ADM .12.01
		Original Policy: May 1, 2014 Last Review Date: October 31, 2023 Next Review Date: October 31, 2024
Subject: Reserve Deputies		By Authority of: <hr/> William E Sales, Sheriff

Effective/ Review Date	Sections Changed	Changes	Reviewed By	Approved by
01-04-23	III C Training C	Added "or jail basic". Removed "The Reserve Deputy will also be required to complete the Sheriff's Office Field Training Officer Program.	BWD	WES
01-04-23	III C Weapons C	Removed "Reserve Deputies I and II are not authorized to carry an off-duty firearm concealed unless they possess a valid concealed weapons permit.	BWD	WES
01-04-23	III Weapons C	Reserve Deputies may carry their issued or off duty weapon when off duty. All weapons must be approved by the Sheriff. The deputy must qualify with the weapon(s) annually. Deputies carrying a weapon off duty shall have their badge	BWD	WES

I. PURPOSE

The purpose of this policy is to establish operational guidelines for Winchester City Sheriff's Office Reserve Deputies.

II. POLICY

The Winchester City Sheriff's Office does hereby establish a Reserve Deputy program according to VIRGINIA CODE § 15.2-1731. The Reserve Deputies shall be governed by this policy and all other policies of the Winchester City Sheriff's Office.

III. PROCEDURE

"Organization and Mission

- A. The Winchester City Sheriff's Office Reserve Program is organized as a force of volunteer deputies trained with the purpose of rendering assistance and support to the Winchester City Sheriff's Office.
- B. Their mission is to supplement the regular force in the protection of persons and property, the preservation of public peace and order, detection and apprehension of criminals, and the enforcement of the laws of the Commonwealth of Virginia and the ordinances of Winchester City.

- C. The performance of the afore-mentioned duties shall be accomplished in conjunction with, and under the direction of, the Winchester City Sheriff's Office.

Membership

- A. Membership shall be open to all individuals who meet the following criteria:

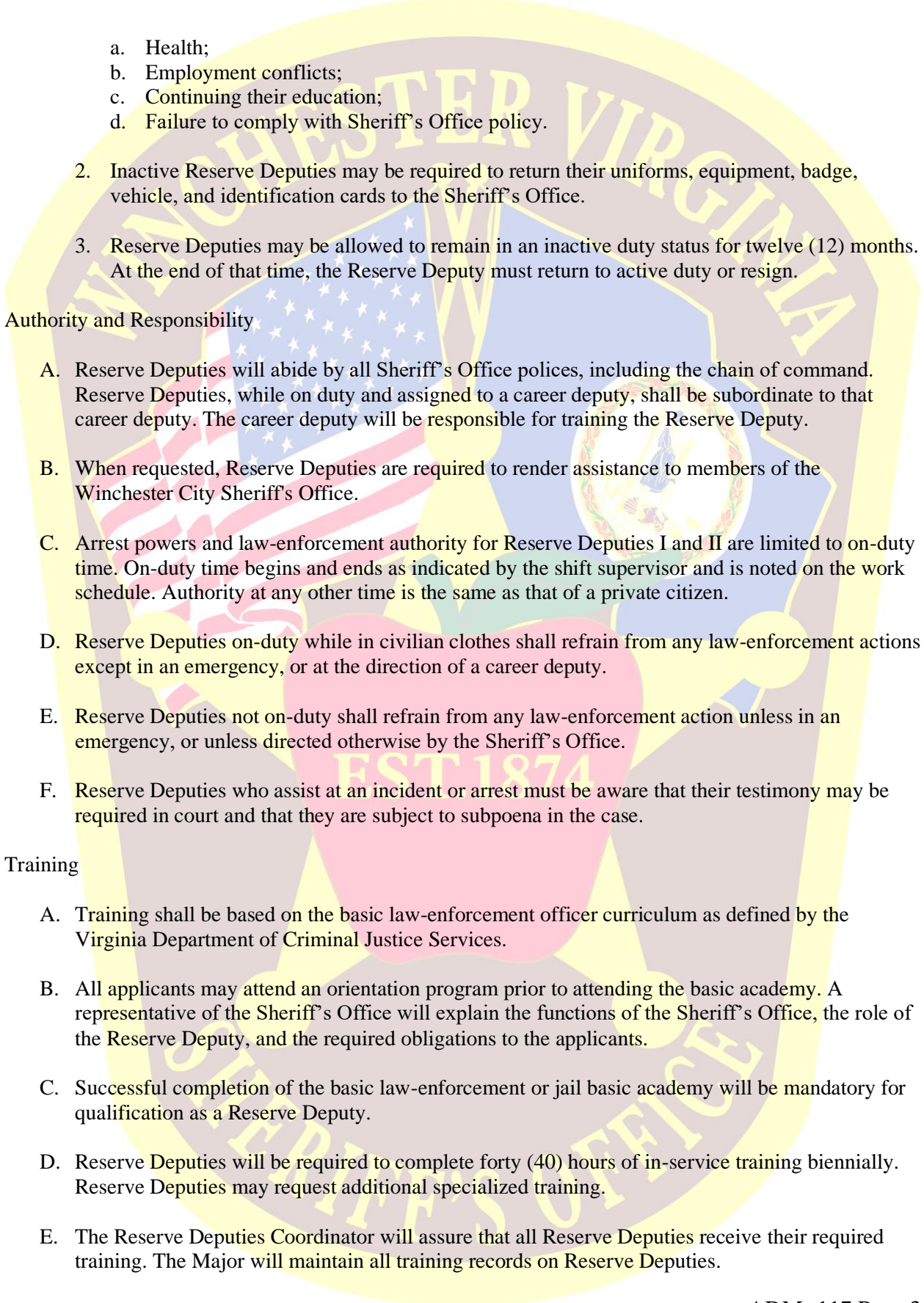
1. Be in good physical and mental health, and successfully pass a physical examination and/or an agility test upon the request of the Sheriff's Office;
2. Be 21 years of age or older;
3. Be a high school graduate, or possess a General Education Degree (GED) certificate;
4. Submit to, and pass a polygraph examination;
5. Possess a valid operator's license;
6. Be a United States citizen;
7. Pass a background investigation;
8. Maintain and provide a home telephone number;

- B. Active/Probationary Status

1. Reserve Deputy Sheriff III: Reserve Deputies that have completed training and probation and are now serving in an active capacity.
2. Reserve Deputy Sheriff II: Reserve Deputies that have completed all or a portion of their training, have been sworn, but have not completed the one-year probationary period.
3. Reserve Deputy Sheriff I: Reserve Deputies that have not been sworn and are attending a law enforcement academy.
4. After completing the one-year probationary period a Reserve Deputy II can request to be reassigned to Reserve Deputy III. A board consisting of the Coordinator of the Reserve Deputies and the Administrative Staff of the Sheriff's Office shall review a Reserve Deputy's training records and performance and make the following recommendations:
 - a. Approve the request to Reserve Deputy III;
 - b. Extend the probationary period for remedial training;
 - c. Terminate the Reserve Deputy.

- C. Inactive Status

1. Reserve Deputies may be placed on inactive status voluntarily by making a written request to the Sheriff, or involuntarily by the Sheriff; if the Sheriff feels it is in the best interest of the Sheriff's Office or the Reserve Deputy. The following reasons may be used for voluntary or involuntary placement on inactive status:

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- a. Health;
 - b. Employment conflicts;
 - c. Continuing their education;
 - d. Failure to comply with Sheriff's Office policy.
2. Inactive Reserve Deputies may be required to return their uniforms, equipment, badge, vehicle, and identification cards to the Sheriff's Office.
 3. Reserve Deputies may be allowed to remain in an inactive duty status for twelve (12) months. At the end of that time, the Reserve Deputy must return to active duty or resign.

Authority and Responsibility

- A. Reserve Deputies will abide by all Sheriff's Office policies, including the chain of command. Reserve Deputies, while on duty and assigned to a career deputy, shall be subordinate to that career deputy. The career deputy will be responsible for training the Reserve Deputy.
- B. When requested, Reserve Deputies are required to render assistance to members of the Winchester City Sheriff's Office.
- C. Arrest powers and law-enforcement authority for Reserve Deputies I and II are limited to on-duty time. On-duty time begins and ends as indicated by the shift supervisor and is noted on the work schedule. Authority at any other time is the same as that of a private citizen.
- D. Reserve Deputies on-duty while in civilian clothes shall refrain from any law-enforcement actions except in an emergency, or at the direction of a career deputy.
- E. Reserve Deputies not on-duty shall refrain from any law-enforcement action unless in an emergency, or unless directed otherwise by the Sheriff's Office.
- F. Reserve Deputies who assist at an incident or arrest must be aware that their testimony may be required in court and that they are subject to subpoena in the case.

Training

- A. Training shall be based on the basic law-enforcement officer curriculum as defined by the Virginia Department of Criminal Justice Services.
- B. All applicants may attend an orientation program prior to attending the basic academy. A representative of the Sheriff's Office will explain the functions of the Sheriff's Office, the role of the Reserve Deputy, and the required obligations to the applicants.
- C. Successful completion of the basic law-enforcement or jail basic academy will be mandatory for qualification as a Reserve Deputy.
- D. Reserve Deputies will be required to complete forty (40) hours of in-service training biennially. Reserve Deputies may request additional specialized training.
- E. The Reserve Deputies Coordinator will assure that all Reserve Deputies receive their required training. The Major will maintain all training records on Reserve Deputies.

Weapons

- A. Prior to be sworn, a new member shall demonstrate that he/she can qualify with the Sheriff's Office's issued weapons. Reserve Deputies will be required to qualify on the same schedule as the career deputies.
- B. Reserve Deputies failing to qualify with the issued weapon will be placed on an inactive status pending qualification. Any Reserve Deputy failing to qualify after remedial training will be placed in a non-enforcement role or terminated.
- C. Reserve Deputies may carry their issued or off duty weapon when off duty. All weapons must be approved by the Sheriff. The deputy must qualify with the weapon(s) annually. Deputies carrying a weapon off duty shall have their badge.

Regulations

- A. Reserve Deputies will abide by the entire Sheriff's Office's general orders and policies the same as career deputies. They will also adhere to any special regulations adopted by the Winchester City Reserve Deputy Sheriff's Association.
- B. Reserve Deputies will conduct themselves in a professional manner at all times. Any conduct prejudicial to the welfare of the Winchester City Sheriff's Office, whether performed on or off duty, shall result in disciplinary action against the Reserve Deputy. Any Reserve Deputy found guilty of an infraction may be dismissed from the Reserve Deputy program.
- C. Reserve Deputies injured on duty will report the injury to the shift supervisor. If medical treatment is required, they will comply with the same procedures as career deputies.

Assignments

- A. All Reserve Deputies are required to work a minimum of sixteen (16) hours of duty per month. The Reserve Deputy will turn in a report of hours worked to the coordinator. Failure to meet the minimum hours worked per month without justification may result in being placed in an inactive status or dismissal.
- B. Reserve Deputies will be expected to fulfill assignments unless an emergency arises, in which case the Reserve Deputy will notify the shift supervisor of their absence from the assignment.
- C. Reserve Deputies will be notified in advance of any event where their services are needed, except in emergency situations.
- D. Reserve Deputies reporting for duty will notify ECC and the shift supervisor. The shift supervisor will give the Reserve Deputy his/her duty assignment. Any Reserve Deputy whom wishes to respond to an incident while off-duty will contact the shift supervisor for approval prior to responding.
- E. No unauthorized equipment will be placed in Sheriff's Office vehicles.

- F. Reserve Deputies are not authorized to use their personal vehicles for any law-enforcement function, including placing emergency equipment in their vehicles, unless authorized by the Sheriff.
- G. Reserve Deputies should not work a combination of their normal occupation and reserve duty time, which exceeds their physical and mental capacity to properly perform their law-enforcement responsibilities.

Uniforms and Appearance

- A. Reserve Deputies will abide by the same policy on uniforms and appearance as career deputies. Reserve Deputies shall not wear any part of the uniform while they are off-duty.
- B. Reserve Deputies working a special assignment will be advised by the supervisor in charge of the assignment of the required apparel.

Dissemination of Information

- A. Reserve Deputies shall not discuss or reveal any criminal record information to anyone outside of the Sheriff's Office or the Judicial System.
- B. Reserve Deputies shall not discuss any confidential information that they have obtained from their position as a Reserve Deputy, except for law-enforcement purposes, with anyone outside of the Sheriff's Office.
- C. Reserve Deputies will not make any press releases, unless authorized to do so by a supervisor.

Grievance Procedure/Termination

- A. Reserve Deputies are not covered by any grievance procedures. The Sheriff's decision is final in all disputes.
- B. The Sheriff may terminate Reserve Deputy appointments at any time the Sheriff deems it is in the best interest of the Reserve Deputy, or of the Sheriff's Office.