

	<b>MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES</b>	
	<b>Subject</b> <b>SHERIFF'S RESERVE DEPUTY PROGRAM</b>	<b>Policy Number</b> <b>GJ-26</b>
		<b>Effective Date</b> <b>10-31-23</b>
<b>Related Information</b> ARS 23-901 CP-2, <i>Code of Conduct</i> CP-11, <i>Anti-Retaliation</i> EA-18, <i>Law Enforcement Extra-Duty and Off-Duty Employment</i> GB-2, <i>Command Responsibility</i> GC-12, <i>Hiring and Promotional Procedures</i> GC-17, <i>Employee Disciplinary Procedures</i> GD-10, <i>Off-Duty Incidents</i> GG-1, <i>Peace Officer Training Administration</i> GH-2, <i>Internal Investigations</i> GH-5, <i>Early Identification System</i> GJ-23, <i>Firearms</i> GJ-35, <i>Body-Worn Cameras</i>	<b>Supersedes</b>  GJ-26 (03-16-23)	

## PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for reserve deputies who assist and carry out the duties of the Office.

## POLICY

It is the policy of the Office to ensure reserve deputies meet the established guidelines and standards of the Sheriff's Reserve Deputy Program and comply with all Office policies, procedures, rules, and regulations.

## DEFINITIONS

**Early Identification System (EIS):** A system of electronic databases that captures and stores threshold events to help support and improve employee performance through early intervention and/or to identify problematic operating procedures, improving employee performance, identifying detrimental behavior, recognizing outstanding accomplishments, and to improve the Office's supervisory response. The computerized relational database shall collect, maintain, integrate, and retrieve information gathered in order to highlight tendencies in performance, complaints, and other activities. The database allows the Office to document appropriate identifying information for involved employees, (and members of the public when applicable), and the actions taken to address the tendencies identified. Blue Team, IAPro, and EIPro are applications of the EIS.

**Internal Affairs Investigator:** Any employee who conducts an administrative investigation of misconduct, including investigators assigned to the Professional Standards Bureau (PSB) or supervisors in an Office division or bureau who are assigned to investigate misconduct.

**Misconduct:** Includes any violation of Office Policy or procedure, federal, state, or local criminal or civil law, constitutional violations, whether criminal or civil, administrative rules, including, but not limited to, the Maricopa County Merit Rules, or Office regulations.

**Criminal Misconduct:** Misconduct by an employee that a reasonable and trained supervisor or internal affairs investigator would conclude could result in criminal charges due to the apparent circumstances of the misconduct.

**Minor Misconduct:** Misconduct that, if sustained, would result in discipline or corrective action less severe than a suspension.

Minor misconduct, while a violation of Office Policy, can often be addressed with supervisor-initiated intervention intended to improve a situation, or prevent a potential negative work performance situation from progressing into a misconduct investigation. To address these employee behaviors, supervisors may initiate an intervention method, as specified in Office Policy GH-5, *Early Identification System*, to include: squad briefing; meeting with supervisor; employee services; supervisor ride-along/work along; training; supervisor evaluation period; action plan; meeting with the commander; re-assignment; and coaching. The use of intervention shall only be used to address employee minor misconduct or behavior that does not exceed a Category 1, First or Second Offense or a Category 2, First Offense, and which has not been received by the Office as an External Complaint or has not already been assigned to the Professional Standards Bureau (PSB).

**Serious Misconduct:** Misconduct that, if sustained, would result in discipline of a suspension, demotion, or dismissal.

**Principal:** An employee identified as the primary focus of an administrative investigation and against whom a complaint of misconduct has been made. An administrative investigation may have multiple principals.

**Reserve Deputy:** A volunteer Arizona Peace Officer Standards and Training Board (AZPOST) certified peace officer who has joined the Sheriff's Reserve Deputy Program and completed the Office approved Field Training Program.

**Serious Offense:** For the purpose of this Office Policy, offenses for which Office personnel have been disciplined or are the subject of an ongoing investigation that would bar Office personnel from a promotion or hire to a new position include, but are not limited to: engaging in discrimination that violates law or policy; failure to follow the requirements of court orders; criminal acts; providing false information in a misconduct investigation; and failing to report observed misconduct of another Office employee or volunteer.

**Suspended Status:** The temporary separation of a volunteer from their position, pending the outcome of an administrative investigation.

**Volunteer:** A person who performs hours of service for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. An employee may not volunteer to perform the same, similar, or related duties for the Office that the employee is normally paid to perform.

## PROCEDURES

1. **Standards:** Reserve deputies shall be held to the same standards as compensated deputies and must comply with all Office rules, regulations, policies, and procedures.
  - A. Reserve deputies' disciplinary history and disciplinary history as a compensated Office deputy shall be considered in all hiring, promotion, and transfer decisions, and this consideration shall be documented. A reserve deputy's disciplinary history and disciplinary history as a compensated Office deputy with three or more sustained allegations of misconduct, or one sustained allegation of a Category 6 or Category 7 offense from the Office's disciplinary matrices that resulted in

discipline, shall be presumptively ineligible for hire or promotion. Any exceptions shall be documented in writing, as specified in Office Policy GC-12, *Hiring and Promotional Procedures*.

- B. A reserve deputy must meet the same pre-employment standards as those required of compensated deputies.
  - 1. Reserve deputies will be issued an R serial number.
  - 2. A compensated Office deputy who retires in good standing may be approved by the Chief Deputy for reserve deputy status and issued a V serial number.
- C. After being accepted into the Sheriff's Reserve Deputy Program, candidates who are not already Arizona Peace Officer Standards and Training Board (AZPOST) certified must successfully complete the required course of study at an approved AZPOST training site or academy. Successful completion of an approved AZPOST course of study gives the reserve deputy AZPOST certification as a peace officer within the State of Arizona.
- D. Newly certified reserve deputies shall be assigned to a patrol district, where they shall complete the same Field Training Program (FTP) used for compensated deputies, within 12 months of being appointed to the position. The Enforcement Support Division Commander may approve an extension, not to exceed an additional six months of the time for a reserve deputy to complete the FTP, if written justification for an extension is provided. All FTP paperwork shall be submitted to the Training Division's Sworn Field Training Coordinator.
- E. Reserve deputies that do not complete the FTP will not be permitted to continue with the Sheriff's Reserve Deputy Program and will be required to reapply.
- F. Reserve deputies shall maintain a Patrol Activity Log, if assigned to patrol.
- G. Reserve deputies shall utilize a body-worn camera. Reserve deputies shall not wear or use a personally owned video recording device in place of or in conjunction with their Office issued body-worn camera, as specified in Office Policy GJ-35, *Body-Worn Cameras*.
- H. Reserve deputies shall maintain a current Maricopa County Vehicle Use Permit (VUP) by completing the VUP training course in TheHUB. Employees shall not operate an Office vehicle without first completing this course.
  - 1. The VUP is valid until the employees AZ driver's license expires.
  - 2. If an employee's driver license expires, they will need to complete the VUP training in TheHUB again, once they obtain a new driver's license.

**2. Command Structure:**

- A. Functionally, and for purposes of operational control, supervision of reserve deputies shall be assigned to a division and an immediate supervisor who will be responsible for Early Identification System (EIS) data entry and all other supervisor requirements, including Patrol Activity Logs, Daily Shift Rosters when assigned to Patrol, supervisor notes, and training compliance, as specified in Office Policy GB-2, *Command Responsibility*.
- B. Violations of Office Policy, complaints, or incidents of unsatisfactory work performance that occur while the reserve deputy is volunteering their service shall be entered into Blue Team and investigated, as specified in Office Policy GH-2, *Internal Investigations*.

- C. The Enforcement Support Division and the Reserve Deputy Coordinator are responsible for the following administrative duties:
    - 1. Tracking volunteer hours of service and providing the volunteer hours of service to each reserve deputy's immediate supervisor on a quarterly basis.
    - 2. Ensuring reserve deputies are assigned to a division where they can provide hours of service.
      - a. The number of reserve deputies assigned to functions outside of uniformed patrol shall be based on manpower needs, workload demands, and individual desires to volunteer in the day-to-day delivery of law enforcement services. All assignments outside uniformed patrol require the approval of the Reserve Deputy Coordinator and the affected division commander.
      - b. Reserve deputies wishing to be assigned to a non-patrol assignment shall submit a written request for the assignment to the Reserve Deputy Coordinator. The Enforcement Support Division Commander shall determine whether the request for assignment will be approved.
    - 3. Approving inactive status of reserve deputies.
  - D. Reserve deputies shall be responsible for submitting a *Personnel Data Change Form* to the Enforcement Support Division and their assigned division regarding any changes in personal data such as, their name, address, home telephone number, marital status, or emergency contact information. Any changes shall be reported to the Reserve Deputy Coordinator within 72 hours of the change.
  - E. It is the responsibility of the Reserve Deputy Coordinator to notify the reserve deputy's immediate supervisor when a reserve deputy is needed by the Enforcement Support Division for any Office related function.
3. **Reserve Deputy Requirements and Classifications:** Reserve deputies shall meet the specified requirements to maintain their status.
- A. **Active:** Active reserve deputies shall meet the following requirements:
    - 1. Perform a minimum of 30 hours of volunteer service quarterly, excluding TheHUB or mandated required training, and administrative off-duty paperwork. Reserve deputies may complete a special detail at the direction of the Enforcement Support Division for credit towards the required 30 hours of service;
    - 2. Schedule themselves for a patrol shift, prior to reporting for service, by contacting their assigned immediate supervisor;
    - 3. Maintain a minimum of two contacts a quarter with their immediate supervisor in the division to which they are assigned;
    - 4. Seek prior approval to volunteer for a shift in another division from their immediate supervisor, as well as supervisory permission from the other division;
    - 5. Maintain compliance with the training requirements of Office Policy; and

6. Reserve deputies may be subject to disciplinary action for failure to meet standards, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*.
  - B. Inactive: Reserve deputies may be placed in a temporary inactive classification with the approval of the Enforcement Support Division Commander. The duration of the inactive status shall be determined by the Enforcement Support Division Commander for each request. This classification may be granted for the following reasons:
    1. Personal or family medical leave;
    2. Long term absence due to career or personal issues; or
    3. Military Reserves and National Guard members activated for duty.
  - C. Suspended Status:
    1. A reserve deputy may be placed on Suspended Status by their assigned division commander, the Enforcement Support Division Commander, or their designees, pending the outcome of an administrative investigation. If the allegation involves serious misconduct, the reserve deputy shall be immediately placed on Suspended Status.
    2. Once a reserve deputy has been placed on Suspended Status, the commander who authorized the Suspended Status shall notify the Reserve Deputy Coordinator by submitting a memorandum through their chain of command.
    3. Suspended Status shall prohibit the reserve deputy from participating in any Office related or peace officer capacity functions, with the exception of training, administrative duties, or court appearances at the direction of the Enforcement Support Division Commander, or designee.
    4. Reserve deputies on Suspended Status are prohibited from working in any off-duty capacity.
  - D. While off duty, reserve deputies who have completed the Office approved FTP may take law enforcement action, as specified in Office Policy GD-10, *Off-Duty Incidents*.
  - E. All reserve deputies are subject to call out for emergencies and other scheduled special operations at the direction of the Sheriff or designee.
  - F. All reserve deputies shall report their hours of service, hours of off-duty worked, and training hours, to the Reserve Deputy Coordinator at the end of each calendar month.
4. **Off-Duty Law Enforcement Employment:** Reserve deputies that have completed the Office approved FTP will be allowed to accept off-duty law enforcement employment in a peace officer capacity. All reserve deputies shall follow off-duty law enforcement employment guidelines, as specified in Office Policy EA-18, *Law Enforcement Extra-Duty and Off-Duty Employment*.
- A. Reserve deputies may be permitted to work off-duty law enforcement employment only when their mandated training and required volunteer hours are completed for the previous quarter.
  - B. Reserve deputies shall not work in an off-duty law enforcement employment or security capacity unless they have obtained approval from the chain of command in their assigned division and have completed a minimum of 30 hours of service for the previous quarter.

1. The hours of off-duty law enforcement employment will not be counted as part of the reserve deputy's hours of service.
2. Work hours for off-duty law enforcement employment must be scheduled in a manner that does not conflict or interfere with the reserve deputy's performance.
- C. All reserve deputies shall utilize a body-worn camera when working off-duty law enforcement employment, as specified in Office Policy GJ-35, *Body-Worn Cameras*.
5. **Off-Duty Arrests:** Reserve deputies shall notify their immediate supervisor of any arrests executed when not performed during the scope of their service in an Office related function.
6. **Training Requirements:** Reserve deputies shall be integrated into compensated deputy training programs whenever possible. All reserve deputies shall follow training guidelines, as specified in Office Policy GG-1, *Peace Officer Training Administration*. The Reserve Deputy Coordinator shall monitor the training requirements for all reserve deputies and ensure that guidelines are strictly followed.
  - A. Reserve deputies must receive eight hours of continuing training each year and eight hours of proficiency training every three years, as mandated by AZPOST. They must also complete all mandatory training that is required of Office compensated deputies each year.
  - B. Reserve deputies shall attend comprehensive and interdisciplinary training related to bias-free policing. New reserve deputies shall attend 12 hours of bias-free policing training within 90-days of the start of their service. All reserve deputies shall attend at least six hours of bias-free policing training annually thereafter.
  - C. Reserve deputies shall attend training related to the Fourth Amendment, including detentions, arrests, and the enforcement of immigration-related laws. New reserve deputies shall attend six hours of Fourth Amendment training within 90-days of the start of their service. All reserve deputies shall attend at least four hours of Arrest, Detention, and Immigration-Related Law Enforcement training annually thereafter.
  - D. Reserve deputies shall complete the training courses on the use of Body-Worn Cameras, the TraCS System, EIS/Blue Team, and all other training mandated for compensated deputies.
  - E. Reserve deputies are required to meet the same firearms qualification standards as compensated deputies, as specified in Office Policy GJ-23, *Firearms*. Qualification requirements apply to both primary and secondary firearms.
  - F. Failure of a reserve deputy to qualify with an authorized service firearm shall be subject to the same training requirements and restrictions as a compensated deputy, as specified in Office Policy GJ-23, *Firearms*.
  - G. Reserve deputies shall maintain the required CPR and first aid training.
7. **Policy Review Requirements:** Reserve deputies are required to know and abide by all Office Policies that apply to their prospective duties.
  - A. Reserve deputies shall have access to Office Policy through TheHUB.
  - B. Reserve deputies shall be required to log into TheHUB on a monthly basis to ensure they are aware of *Briefing Boards*, revised Office Policies, and new Office Policies.

8. **Individual Responsibility:** To ensure the credibility and integrity of the Office, it is the duty of all personnel associated with the Office to take appropriate action whenever they learn of a violation being committed, or having been committed, by any other person associated with the Office in any capacity, which by its very nature would tend to discredit an employee or the Office.
  - A. **Misconduct:** A reserve deputy who observes or becomes aware of any act of misconduct by Office personnel shall, as soon as practicable, report the incident to a supervisor, directly to the PSB, or to any outside entity authorized to take corrective action, without fear of retaliation, as specified in Office Policy GH-2, *Internal Investigations*.
  - B. **Retaliation:** Any form of retaliation is strictly prohibited and shall be considered serious misconduct that shall result in discipline, up to and including dismissal, as specified in Office Policy CP-11, *Anti-Retaliation*.
9. **Disciplinary Matters:** A reserve deputy's service with the Office as a volunteer is at-will and shall be at the discretion of the Sheriff. Discipline shall be administered in compliance with the Volunteer Discipline Matrix, as specified in Office Policy GC-17, *Employee Disciplinary Procedures*. Serious offenses of Office Policy by a reserve deputy, to include felony arrests and convictions, shall result in a review by the PSB Commander to determine whether a Pre-Determination Hearing is held, or the services of the volunteer are to be immediately terminated. All disciplinary decisions concerning reserve deputies are final and reserve deputies have no rights of appeal. Conduct, as described in Arizona Administrative Code R13-4-109, shall be reported to AZPOST.
10. **Personally Owned Vehicles or Equipment:**
  - A. Reserve deputies are not permitted to make traffic stops in their personally owned vehicle.
  - B. Personal vehicles used by reserve deputies shall not be equipped with emergency equipment, such as lights and sirens or office decals. Reserve deputies are prohibited from utilizing personally owned vehicles, to include personally owned vehicles equipped with emergency equipment, during extra-duty/off-duty law enforcement employment, as specified in Office Policy EA-18, *Law Enforcement Extra-Duty and Off-Duty Employment*.
11. **Benefits and Liabilities:** As mandated by ARS 23-901.06.g, reserve deputies shall be deemed employees of Maricopa County for the purpose of coverage under the Arizona workers' compensation laws and occupational disease disability laws.
  - A. Compensation benefits and premium payments shall be based on the salary received by a regular full-time deputy sheriff of Maricopa County involved for the first month of regular patrol duty as a deputy sheriff.
  - B. Each reserve deputy shall be entitled to receive the benefits of these laws for any compensable injuries or disabling conditions that arise out of and occur in the course of the performance of duties authorized and directed by the Sheriff.
12. **Compensated Employees:** A compensated Office employee may not volunteer as a Maricopa County Sheriff's Office reserve deputy if their compensated position with the Office requires them to complete the same, similar, or closely related duties of those of a reserve deputy. Law enforcement duties that are similar or closely related include such tasks as transferring or taking custody of prisoners; booking, fingerprinting, or restraining inmates; directing traffic; taking reports regarding crimes committed; collecting evidence; or taking crime scene photos. A compensated employee may volunteer for other law enforcement agencies' reserve programs and shall notify their supervisor of such actions.

13. **Law Enforcement Certifications:** A reserve deputy shall not be a private investigator or a law enforcement officer for another local, state, or federal law enforcement agency.
14. **Other Volunteer Services:** A reserve deputy shall not volunteer in any other capacity with the Office, or in any capacity for another local, state or federal law enforcement agency, with the exception of serving as a volunteer chaplain for the Office.
15. **Resignation of Reserve Status:** Reserve deputies are required to submit a memorandum of their intent to resign to the Reserve Deputy Coordinator through their chain of command. Reserve deputies shall return all Office-issued equipment, to include ballistic body armor, to the Reserve Deputy Coordinator when they terminate their service from the Sheriff's Reserve Deputy Program. Any Office-owned firearms and ammunition shall be returned to the Property Management Division. Property Management Division personnel shall update the firearms inventory database.
16. **Retired Deputy Badges and ID Card:** All requests from reserve deputies wishing to purchase their badge and have a retired MCSO ID card issued to them, will be reviewed on a case by case basis for approval by their respective bureau chief.
  - A. Reserve deputies who are retiring in good standing with ten or more years of service, may submit a memorandum through their chain of command, to their respective bureau chief, requesting a plaque and a retired MCSO ID card.
  - B. If approved by the respective bureau chief, the reserve deputy's division may process the volunteer's request for a plaque and a retired MCSO ID card. The Human Resource Services Division processes retirement plaques for reserve deputies who are retiring with ten or more years of service and are in good standing.
  - C. Requests for purchasing additional badges, such as a retired flat badge, may be requested by submitting a memorandum through their chain of command to their respective bureau chief for approval. The Human Resource Services Division will confirm with the retiring reserve deputy what badges will need to be returned or can be purchased upon retirement.