

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** MISSION STATEMENT

**NO.** A-100

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The mission of the reserve deputies in the Kern County Sheriff's Office is to supplement the Kern County Sheriff's Office full time deputies in performing the mission of the department under the authority and direction of the Sheriff of Kern County.

The reserve deputies of the Kern County Sheriff's Office are dedicated volunteers from various business professions and backgrounds throughout Kern County. These reserves desire to assist the Kern County Sheriff's Office in safeguarding the lives and property of the citizens of Kern County.

Reserve deputies while on duty, like full time deputies, have a fundamental duty to serve all people while constantly striving to uphold the Peace Officers' Code of Ethics in that service.

Kern County Sheriff's Office reserve deputies believe all citizens have the right to live, work, and play in a safe environment.

The purpose of the Kern County Sheriff's Office Reserve Unit is to augment, complement and support, but not replace, the men and women who are dedicated to protect and serve the County of Kern on a full time basis.

**DIRECTIVE A:**

This manual represents minimal guidelines. In all matters not specifically covered, members must follow the law, established police procedures, the Kern County Sheriff's Office policies and procedures, the philosophy and mission of this Department, and their own best judgment.

**KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** MANUAL REVISIONS

**NO.** A-200

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The Reserve Coordinator will be charged with revising, updating, and maintaining this manual. It will be the responsibility of the Reserve Coordinator to provide revisions and updates to all manual holders in a timely manner. The Reserve Coordinator will keep the master manual.

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**PROCEDURE A**

Any member seeing the need for modification will:

- Make recommendations for changes or additions in memo form including reasons for change or additions, citing specific circumstances, laws, or other pertinent information, and section and/or language to be added or changed;
  - Forward the memo to the Reserve Coordinator.
- 

**PROCEDURE B**

The Reserve Coordinator will:

- Review the request and all comments attached;
- If necessary, return for clarification or additional information;
- Obtain approval/disapproval by the Lieutenant/Commander of the Volunteer Services Section.
  - If disapproved, send a memo notifying the originator of the request that it has been disapproved, with the original request and all comments.
  - If approved, update the master manual and send the revision to all manual holders.

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**TITLE:** DEFINITIONS

**NO.** A-300

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**EFFECTIVE DATE:** November 1, 2007

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** Penal Code Sections 830.6 (a)(1), 830.6 (a)(2), 832.6 (a)(1), 832.6 (a)(2), 832.6 (a)(3)

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**POLICY**

The Kern County Sheriff's Office has defined several terms that relate to the operation of the department in section A-400 of the Department Policies and Procedures Manual. In addition to these terms, and in order to provide further clarification, the following definitions are adopted which apply only to reserve deputies.

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**DIRECTIVE A**

**GOAL HOURS:** The total number of hours each reserve deputy is required to work each year in certain categories is determined by the Reserve coordinator. Goal hours must be met annually to be considered in good standing and to retain a reserve commission with the Kern County Sheriff's Office.

**GOOD STANDING:** Reserve deputies who abide by the policies and procedures of the Sheriff's Office, conform to the rules and by-laws of the Reserve Corporation, and fulfill their annual goal hours, will be considered in good standing.

**LEAVE OF ABSENCE:** An authorized absence from reserve duty for personal, work, medical or other reasons approved by the Reserve Coordinator for up to six months. A leave of absence beyond six months must be approved by the Volunteer Services Section Lieutenant/Commander. Goal hours will be adjusted to accommodate any authorized leave of absence.

**ADMINISTRATIVE RESERVE DEPUTY:** Any recently retired law enforcement officer may be appointed as an Administrative Reserve Deputy by the Volunteer Services Section Lieutenant/Commander under the direction of the Chief Deputy and the Sheriff. Administrative Reserve Deputies are Level 1 Reserves and have the same authority and peace officer powers as prescribed for Level 1 Reserves. Administrative Reserve Deputies will be required to attend all mandatory or regularly scheduled training and firearms qualifications. Administrative Reserve Deputies will not be required to work special events. They will be required to turn in monthly activity reports or "time sheets", and meet the annual goal hours.

**DESIGNATED LEVEL I RESERVE:** Refers to a trained reserve officer as described in Penal Code Sections 830.6 (a)(1), 830.6(a)(2), 832.6(a)(2) and 832.6 (a)(1), and who is designated by local ordinance and is assigned specific police functions and/or to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone. The authority of a person designated as a peace officer includes the full powers and duties of a peace officer as provided by Section 830.1.

**LEVEL I RESERVE:** Refers to a trained reserve officer as described in Penal Code Sections 830.6 (a)(1) and 832.6 (a)(1), and who is assigned specific police functions and/or to the prevention and detection of crime and the general enforcement of the laws of this state whether or not working alone. The authority of a Level I reserve shall extend only for the duration of assignment to specific police functions.

**LEVEL II RESERVE:** Refers to a trained reserve officer as described in Penal Code Sections 830.6 (a)(1) and 832.6 (a)(2), who works under the immediate supervision of a peace officer who has completed the POST Regular Basic Course, and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state. The authority of a Level II Reserve shall extend only for the duration of assignment to specific police functions. Level II Reserve Officers may also work Limited Support Duties authorized for Level III Reserve Officers.

**LEVEL III RESERVE:** Refers to a trained reserve officer as described in Penal Code Sections 830.6 (a)(1) and 832.6 (a)(3), who works and is supervised in the accessible vicinity by a Level I Reserve Officer or a full-time Regular Officer employed by a law enforcement agency authorized to have reserve officers. Level III Reserve Officers may work the following Limited Support Duties: Traffic Control, Security at Parades and Sporting Events, Report Writing, Evidence Transportation, Parking Enforcement and **other duties that are not likely to result in Physical Arrests.** Level III's may also transport prisoners without immediate supervision. The authority of a Level III Reserve shall extend only for the duration of assignment to specific Limited Support Duties. **The Kern County Sheriff's Office does not employ or utilize Level III Reserves.**

**LIFE MEMBER:** Any reserve deputy who has ten (10) years total accumulated time in good standing as a reserve deputy shall be considered a life member of the Reserves. In order to maintain Level 1 status, POST requires that you work a minimum of 192 hours a year.

**RETIREMENT:** Any reserve deputy who has ten (10) years total accumulated time in good standing as a reserve deputy shall be eligible to apply to the Sheriff for retirement as a Kern County Sheriff's Reserve Deputy.

**SPECIAL EVENT:** Any one-time or annually recurring event where reserve deputies provide a patrol or security function. The Reserve Coordinator will determine which activities are to be designated as "special events".

KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** ORGANIZATIONAL STRUCTURE

**NO.** A-400

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The Reserve Coordinator will be a Sheriff's Sergeant. The Reserve Coordinator functions as a liaison between the Kern County Sheriff's Reserves and the Sheriff's Office. He receives direction from and reports directly to the Lieutenant of the Volunteer Services Section. In the absence of the Reserve Coordinator the Lieutenant may delegate another staff member from the Section to serve as the Reserve Coordinator.

The reserve deputies are organized in a rank structure similar to that of the Sheriff's Office, consisting of commanders, lieutenants, sergeants, senior deputies and deputies. Reserves are appointed to these positions in accordance with the promotion process described in section D-200 of this manual. Such positions are administrative in nature and exist to facilitate effective communications to the reserve deputies. However, under the direction of the Reserve Corporation or the Volunteer Services Section Lieutenant/Commander, a ranking officer in the Reserve Organization may be placed in a leadership role to assist in the overall coordination of a specific event.

Upon appointment reserve deputies are assigned to a squad, generally closest to their home or business. Squads generally consist of five to ten members headed by a squad leader - sergeant. Squads are established on the basis of geographical areas such as metropolitan Bakersfield and the outlying substation areas. A reserve lieutenant has administrative responsibility over two or more squad sergeants. A reserve commander has administrative responsibility over one or more lieutenants. Duties and responsibilities of ranking members are more fully described in section D-100 of this manual.

The Kern County Sheriff's Reserves are also members of a non-profit corporation known as the Kern County Sheriff's Reserve Corporation. The corporation has its own officers, articles of incorporation and by-laws designed to promote harmony within the reserve organization and to support the goals and objectives of the Kern County Sheriff's Office.

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**TITLE:** DUTIES OF RESERVE COORDINATOR

**NO.** B-100

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY:**

Under the direction of the Lieutenant/Commander of the Volunteer Services Section, the Reserve Coordinator will coordinate and supervise the activities of the Reserve Organization.

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**GENERAL DUTIES:**

The Reserve Coordinator will:

- Assist the department in the reserve deputy selection process.
- Arrange the swearing in ceremony for reserve deputies.
- Assist the Training Division in providing the reserves with training opportunities.
- Ensure reserve deputies' compliance with policies, procedures and laws as related to training and participation requirements.
- Attend meetings of the Reserve Corporation as often as possible.
- Meet with reserves in outlying areas often enough to harbor good working relationships.
- Attend contract and planning meetings for service requests for reserves when needed.
- Be available to the Kern County Sheriff's Office Reserves.
- Coordinate activities and service requests with Section Lieutenant and sergeants.
- Maintain a current emergency call out procedure and roster.
- Be actively involved in developing leaders within the Reserve Organization through training and example.



- In accordance with Kern County Sheriff's Office guidelines, insure that disciplinary action is taken when necessary.
- Supervise reserves at special assignments as needed.
- Update the Reserve Unit Policy and Procedures Manual as needed.
- Maintain records on each reserve deputy. (Not to duplicate Personnel or Training files.)
- Be familiar with laws and POST requirements regarding reserves.
- Maintain a current roster of all active reserves, including addresses and phone numbers.
- Keep the Training Division informed of any reserve status changes.
- Keep the Volunteer Services Section Lieutenant/Commander apprised of any unusual circumstances.

KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** DUTIES OF ALL RESERVE DEPUTIES

**NO.** B-200

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** KCSD Policies & Procedures Manual Sections B-100 & B-200

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**POLICY**

The Kern County Sheriff's Office recognizes a difference between paid full time employees and volunteers. Even so, both classifications are equally important to the accomplishment of the law enforcement mission. All members of the Reserve Organization should view themselves with the highest esteem and conduct themselves accordingly.

All members of the Reserve Organization will be accountable for the same duties as full time employees of the Kern County Sheriff's Office. The duties are listed in Sections B-100 and B-200 of the Kern County Sheriff's Office Policies and Procedures Manual. Those duties as they apply to reserve deputies are restated here for easy reference.

Penal Code Section 832.6(a)(1) & (2) grants qualified Level I & II reserves peace officer powers when assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone. Notwithstanding the provisions of the penal code, the Kern County Sheriff's Office distinguishes between the duties of regular and reserve deputies as they relate to assignments.

The Sheriff's Office also recognizes that reserves do not always have the specialized training, expertise or experience level of regular full time deputies. For this reason, reserves will not be expected to perform a lead role in certain types of calls for service or criminal investigations. Such calls and investigations include, but are not limited to: homicide, rape, sexual assaults, child abuse, and other crimes that require specialized training. In keeping with this policy, reserves who are first responders to such investigations, or other major incidents requiring the establishment of a command post, will relinquish control of such crime scene or command post to the first regularly employed full time deputy who responds to the scene.

**DIRECTIVE A**

Failure to comply with the duties as listed in this section may result in disciplinary action.

**General Duties of All Personnel (re: KCSD PPM Section B-100)**

All personnel of the Kern County Sheriff's Office will:

- Uphold the provisions of the Constitution of the United States; the Constitution of the State of California; and applicable ordinances of the County of Kern;
- Obey and carry out all lawful policies, procedures and orders issued by the Sheriff, ranking officers, and supervisors whether written or oral;
  - o If given conflicting orders, advise the person giving the last order of the conflict then follow the last order given;
  - o If a lawful order is viewed to be in conflict with an M.O.U. or a law, the order should be followed and grieved later.
- Testify when and where legally required;
  - o Testify in civil cases arising out of official duties only when legally summoned.
- Report any unlawful activity;
- Advise their immediate supervisor of any significant or unusual conditions existing in the County of Kern or the department;
- Foster good public relations by treating the public with courtesy, keeping in mind the necessity of maintaining public respect for the department;
- Be quiet, civil, orderly, and patient in their demeanor;
- Treat supervisors and commanding officers with respect;
- Furnish information or direction to the public regarding the county;
- Provide assistance to the citizens of Kern County and the State of California as applicable in a professional manner;

- Seek information about their duties from their supervising and commanding officers, not from any source outside the department, unless directed to do so;
- Inform the reserve coordinator of any change in marital status, birth of a child, death of a member of immediate family, or any factor of personal life that may affect job performance as soon as possible.
- Not sleep, idle or loaf while on duty;
- Not use the department's address as a mailing address for private purposes, including vehicle registration and drivers license, except as allowed by law (CVC 1808.4);
- Have in their possession a valid California drivers license:
  - o **EXCEPTION:** When such possession would place a person in jeopardy or compromise an investigation the requirement will be waived.
- Maintain an operating telephone at place of residence;
- Advise Reserve Coordinator of place of residence if different from mailing address;
- Notify the Reserve Coordinator of any change in telephone number or address;
- Upon leaving the employment of the Department, return all department property issued to the Sheriff's Office Property Room;
- Perform all such other duties as may be required by competent authority.

**General Duties of All Law Enforcement Personnel (re: KCSO PPM Sect B-200)**

All law enforcement personnel will:

- Protect life and property, maintain order, prevent and investigate crimes, make legal searches, seizures and arrests, and apprehend suspected criminals;
- Give first aid treatment to the sick, injured, and mentally ill when safe to do so;
- Investigate unlawful activity;
- Furnish name and badge number upon the request of any citizen;
- Unless to do so during and undercover operation would endanger the officer or compromise an investigation.

KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** "ON-DUTY" STATUS

**NO.** B-300

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** Penal Code 830.6(a)(1)

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**POLICY**

The Kern County Sheriff's Office will afford all on-duty reserves the benefits and protection as required. "On-duty" status and peace officer powers for reserves are governed by California Penal Code Section 830.6(a)(1).

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**DIRECTIVE A**

An off-duty reserve deputy must be requested by a full-time paid regular peace officer, or ordered by same to engage in a law enforcement activity in order for the reserve deputy to become an agent of the Sheriff and the County.

Reserve deputies who have been requested by a peace officer to work a shift or assignment will be considered on duty during that shift or assignment.

Reserve deputies will be considered on duty if they have complied with the normal procedures for accepting an assignment as approved by the section for which they are working.

A reserve deputy has the authority of peace officer and peace officer powers only when assigned a specific police function, and only for the duration of that assignment.

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**DIRECTIVE B**

If a reserve deputy is not in the "on-duty" status as authorized in Penal Code 830.6(a)(1) and feels compelled to take an action, the action should be limited to that of a private citizen.

**KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** ON-DUTY INJURIES

**NO.** B-400

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The Kern County Sheriff's Office wants to ensure that each reserve officer receives all authorized worker compensation benefits as the result of any on-duty injury. Complete and timely documentation of all on-duty injuries is essential.

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**PROCEDURE**

**Any reserve officer injured on duty will:**

- Take whatever action is necessary to ensure the injury is properly treated;
- Report the fact of the injury to the shift supervisor (if available) or to a shift deputy prior to the end of the shift;
- Complete or cause to be completed all necessary reports.
  - The shift supervisor, or in his absence the Watch Lieutenant/Watch Commander, can assist you.
- Notify the Reserve Coordinator as soon as practical and maintain communication with coordinator to update about condition, treatment, etc.
- Contact the Kern County Sheriff's Office Human Resources Unit to notify them of work related injury, complete any additional required paperwork, and get instruction on the Worker's Compensation process.

KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** GOAL HOURS

**NO.** B-500

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY:**

The Kern County Sheriff's Office Reserves are dedicated to providing thousands of hours of service yearly to the Kern County Sheriff's Office and the County of Kern. Goal hours have been established to provide a balance of service within the department, and to allow reserves opportunities to work in various sections within the Kern County Sheriff's Office. The goal hours will also be flexible enough to make it easier for reserves to work different assignments and accommodate their individual lifestyles.

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**DIRECTIVE A:**

Generally speaking, all reserves are expected to volunteer a minimum of **200** hours during each calendar year. Allowances and modifications may be acceptable in certain situations. Modifications may be made for various reasons including board membership, committee membership, etc. All reserves that anticipate difficulty in reaching their goal hours must notify the Reserve Coordinator as soon as the difficulty is realized by the reserve. Except for modifications authorized by the Reserve Coordinator, all reserve deputies shall fulfill their goal hours as follows:

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**GOAL HOURS**

**Reserve Deputies**

**200** total hours in any combination of the following:

- Patrol, Detentions, Special Events;
- Kern County Fair – A minimum of **35** hours for reserves who live within a 25 mile radius of the Kern County Fairgrounds; A minimum of **20** hours for reserves who live outside a 25 mile radius of the Kern County Fairgrounds;
- Stampede Days Rodeo – At least one full shift
- Training, Meetings, Administrative Duties, Committee Activities

**Life Members**

**100** total hours including:

Kern County Fair - **35** hours for reserves who live within a 25-mile radius of the Kern County Fairgrounds

**20** hours for reserves who live outside a 25-mile radius of the Kern County Fairgrounds

Balance of hours to be in any combination of Patrol, Detentions, Special Events, Training, Meetings or Committee Activities.

**Lifetime Member Exception:**

Lifetime members who are Level 1 and have attended a Basic POST Academy must work 16 hours per month on an annual average to keep their POST Certificate active.

**Reserve Deputies Working Extra Help**

Although restricted by the FLSA, reserve deputies working extra help are required to meet minimum hour standards. Hours can be compiled at contract events, such as the fairs and any Sheriff's Office activity or function while the employee is on his/her two months break in service.

**100** total hours including:

Kern County Fair - **20** hours for reserves who live within a 25-mile radius of the Kern County Fairgrounds

**10** hours for reserves who live outside a 25-mile radius of the Kern County Fairgrounds

**Reserve Deputies with Admin Status**

Individuals who retire from full time service often have special skills due to their career in law enforcement. Retired employees having special skills, training and/or experience may be appointed as Administrative Reserve Deputies. These deputies must request and be granted this status upon their commission as a reserve deputy. These deputies must meet the minimum hours requirement but those hours can be donated in any capacity in which that employee has special experience. These special skills include but are not limited to:

- Rangemaster



- Search and Rescue
- Detectives
- Backgrounds
- Rural Crimes

Deputies who are considered admin reserve deputies are not part of the Kern County Sheriff's Reserve Association unless they complete 200 annual service hours each year working the same types of events that a regular reserve deputy works. Admin reserves who wish to maintain Level 1 status must complete 196 hours annually in operations. If 196 hours of service are not completed in a fiscal year, their Level 1 status will be suspended and shall be appointed as level 2 reserves.

Administrative reserve deputies who have had their Level 1 status suspended due to the minimum hours requirement and wish to re-acquire a Level 1 status must request a meeting with the Reserve Coordinator. The Reserve Coordinator will evaluate each of these incidents on a case by case basis, and identify how many hours the admin reserve deputy needs to complete to be compliant with the service hours' requirement. If the Reserve Coordinator believes that a Level 1 status is attainable, he/she will prepare a performance plan for the reserve along with a completion date. If the required hours are completed in accordance with the Reserve Coordinators performance plan, the admin reserve deputy's Level 1 status will be reinstated. In addition to the hours needed to be reinstated to a Level 1, the admin reserve deputy is still responsible for completing the new fiscal year's minimum hours requirement. If the required hours aren't completed in accordance with the Reserve Coordinators performance plan and timeline, the admin reserve deputy will be permanently appointed as a Level 2 reserve. If there is a dispute over an admin reserve deputy's Level 1 status, the final decision will be made by the Volunteer Services Section Lieutenant/Commander.

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**TITLE:** MONTHLY ACTIVITY REPORTS

**NO.** B-600

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The Volunteer Services Section is responsible for the coordination of reserve activities. Efficient planning and coordination require accurate documentation and good record keeping of activities worked and services provided. Thus, it is imperative that reserve deputies provide the necessary information on the Monthly Activity Report. A Monthly Activity Report is to be completed by each reserve for each month of the year, even if no hours are worked in a given month. This applies to all reserves, including life members and those working Extra Help positions. Monthly Activity Reports are self-explanatory and are available at the Reserve Coordinator's Office.

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**PROCEDURE A**

**Each Reserve Deputy will:**

- Accurately complete a Monthly Activity Report for all activities worked each month (even if no hours are worked in any given month);
- Route or mail each Monthly Activity Report to the Reserve Coordinator unless your Reserve Chain of Command makes other arrangements. The objective is to have all Monthly Activity Reports in the Reserve Coordinator's office by the 10<sup>th</sup> of the month following the month of the report.

**Each Reserve Squad Sergeant will:**

- Accurately complete a Monthly Activity Report for activities worked each month;
- Ensure all members of his/her squad prepare a Monthly Activity Report and the reports are turned into the Reserve Coordinator's office by the 10<sup>th</sup> of the month following the month of the report;
- Notify the Reserve Coordinator if members of their squad are not turning in Monthly Activity Reports as outlined in this procedure.

**Each Reserve Lieutenant and Commander will:**

- Accurately complete a Monthly Activity Report for activities worked each month;
- Route or mail each Monthly Activity Report to the Reserve Coordinator.
- Ensure their sergeants and deputies are turning in their Monthly Activity Reports as outlined in this procedure.

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**PROCEDURE B**

All hours worked will be recorded on the Monthly Activity Report on an hour for hour basis under the appropriate categories listed in the event code section of the report form. Do not record time units less than one half-hour. Certain activities include minimum hours as follows:

- Record 2 hours minimum for all call outs;
- Record 2 hours minimum for all training activities;
- Record 2 hours minimum for all local squad meetings;
- Record 2 hours minimum for all committee meetings;
- Record 2 hours minimum for general membership meetings;
- Record 2 hours minimum for line officer meetings;
- Executive Board members and Squad Sergeants record 4 hours minimum for administrative duties time each month;

**KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** EXTRA HELP

**NO.** B-700

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** Fair Labor Standards Act & County Counsel Opinion Letter Dated 12/28/92

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**POLICY**

It is the policy of the Kern County Sheriff's Office to allow qualified reserves to work extra help positions within the department. This program is a benefit to the department and to the individual filling the position. Maintaining participation in the reserve program during extra help employment is essential to stay current on events, and harbor good working relationships with the Sheriff's Reserve Organization.

During the time that reserves are hired as extra help the hours they volunteer as reserve deputies will be limited to meetings, the Kern County Fair and Ridgecrest Fairs.

---

**PROCEDURE A**

Before a reserve deputy can be appointed to an extra help position, they must be considered in "Good Standing". The reserve coordinator or the Volunteer Services Section Lieutenant/Commander will determine "Standing" before the reserve is hired into the extra help position.

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**PROCEDURE B**

Each time a reserve is hired as an extra help deputy for the Kern County Sheriff's Office he/she will:

- Notify the Reserve Coordinator within five days of his first work day;
- Immediately notify the Reserve Coordinator of any changes of employment status (e.g. off due to injury, employment ended, etc.);
- Contact his reserve line officer monthly for updates and special assignments that are available;
- Notify the Reserve Coordinator if he anticipates any problems complying with his reserve obligations;
- Maintain current firearms training/qualifications;

- Attend all required training, meetings, and complete all mandatory training bulletins;
- Complete all Monthly Activity Reports as required by Section B-600 of this manual;
- Complete **100** goal hours during the year as follows:
  - Kern County Fair: **20** hours for reserves who live within a 25-mile radius of the Kern County Fairgrounds  
**10** hours for reserves who live outside a 25-mile radius of the Kern County Fairgrounds
  - Complete the balance of hours in Patrol, Detentions, Special Events, Training, Meetings, or Committee Activities. (Patrol and Detentions hours may be worked during the two-month break in extra help).

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**PROCEDURE C**

Each time a reserve becomes employed as an extra help peace officer for another agency, he will:

- Immediately notify the Reserve Coordinator of his employment status;
- Be prohibited from using any Kern County Sheriff's Office issued equipment or uniform items while on duty as a peace officer with any department other than the Kern County Sheriff's Office.
- Be responsible to fulfill all Kern County Sheriff's Office reserve goal hour requirements;
- Immediately notify the Reserve Coordinator of any change in employment status (e.g. off due to injury, employment ended, etc.).

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**TITLE:** WORK SCHEDULING

**NO.** B-800

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

It is the policy of the Volunteer Services Section to coordinate, plan, and schedule reserves in a manner that will promote good working relations and insure efficiency.

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**PROCEDURE**

**Reserves who want to work a shift in any assignment will:**

- Contact the shift supervisor in advance, express your desire to work an assignment, and receive approval to work;
  - If you are going to work Metropolitan Patrol and will not be in “briefing,” let the shift supervisor know in advance.
- Arrive for work as scheduled;
- Be properly attired and prepared for the scheduled assignment;
- Notify the shift supervisor immediately if you will be unable to work your scheduled shift;
- Attempt to find a replacement to fill an assignment if you are unable to work a scheduled shift.
  - The replacement must be approved by the shift supervisor or officer in charge of the assignment.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** SELECTION OF RESERVES

**NO.** C-100

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**EFFECTIVE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

The Kern County Sheriff's Office will select, train, and appoint qualified people to the position of Reserve Deputy Sheriff. The reserves will operate according to the rules of the Sheriff's Office. The Volunteer Services Section Lieutenant/Commander is the appointing authority for Reserves.

---

**PROCEDURE**

The Reserve Coordinator will:

- Assist the Training Division in compiling a list of qualified applicants for the Sheriff's Reserve Program;
- Assist the Training Division in conducting the oral interviews;
- Coordinate with the Sheriff's Office Personnel Division to insure all interested and qualified applicants begin the background investigation process.

Upon receiving written notification from the Sheriff's Office Personnel Division that applicants are ready to be appointed to the position of Reserve Deputy Sheriff, the Reserve Coordinator will:

- Conduct an orientation for new reserves.
- Select a date, time and location for the commissioning ceremony, notify the applicants and instruct them to wear their uniforms;
- Notify key personnel of the event, i.e., Sheriff, Undersheriff, Chief Deputies, Volunteer Services Section Lieutenant/Commander, and the President of the Reserve Corporation;
- Arrange to have photographs taken of the ceremony.

**KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES**

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**TITLE:** RANK STRUCTURE - DUTIES & RESPONSIBILITIES

**NO.** D-100

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

The Kern County Sheriff's Reserves shall have a rank structure similar to the Sheriff's Office rank structure. The reserves will be organized in the ranks of commander, lieutenant, sergeant, senior deputy and deputy. The purpose of the reserve rank structure is administrative only and is intended to facilitate communication and information flow throughout the reserve organization. All reserve deputies are encouraged to use this administrative chain of command to ensure that information is effectively communicated and to promote harmony within the organization.

The Reserve Coordinator is the Sheriff's Office liaison for all reserves. As such, he is available to all reserves at all times, regardless of their rank in the organization.

Reserves who hold various ranking positions are expected to follow the duties and responsibilities for those ranks as listed in this section.

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**DIRECTIVE**

All Reserve Commanders, Lieutenants, and Sergeants are expected to attend at least 6 Line Officer meetings per year. Failure to comply with this directive may result in loss of rank. The Reserve Coordinator may make exceptions on a case by case basis.

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**DUTIES & RESPONSIBILITIES**

Reserve Commanders are the highest-ranking members of the reserve organization. They are given administrative responsibility over reserves assigned to metropolitan patrol and the various substation areas. They may also be assigned to head special projects such as the Kern County Fair. The duties and responsibilities of commanders are:

- To be an effective communications link between the Reserve Coordinator and the reserves assigned to his area of responsibility;



- To work closely with the lieutenant(s) assigned to his area of responsibility to ensure that information is disseminated to all reserves in a timely manner;
- To maintain a current roster including phone numbers and addresses of all reserves assigned to his area;
- To attend the monthly line officer's meetings and share information gained there with reserves assigned to his area;
- To keep the Reserve Coordinator informed of all issues and concerns that affect the welfare and harmony of the reserve organization.

Lieutenants are next in the reserve rank structure. Their purpose is to be the communications link between their reserve commander and the sergeant(s) assigned to their area of responsibility. Lieutenants may also be assigned to special duties such as training coordinator. The duties and responsibilities of the reserve lieutenant are:

- To be an effective communications link between his Reserve Commander and the sergeant(s) assigned to his area of responsibility;
- To work closely with the sergeant(s) assigned to his area of responsibility to ensure that information is disseminated to all reserves in a timely manner.
- To maintain a current roster including phone numbers and addresses of all reserves assigned to his area;
- To attend the monthly line officer's meetings and share information gained there with reserves assigned to his area;
- To keep his Reserve Commander informed of all issues and concerns that affect the welfare and harmony of the reserve organization.

Sergeants are immediately below lieutenants in the reserve rank structure. As squad leaders, they are the most direct link to reserves assigned to the various squads in the reserve organization. The duties and responsibilities of the reserve sergeant are:

- To be an effective communications link between his Reserve Lieutenant and the deputies assigned to his squad;
- To work closely with the deputies assigned to his squad to ensure that information is disseminated to all reserves in a timely manner;

- To maintain a current roster including phone numbers and addresses of all reserves assigned to his squad:
- To attend the monthly line officer's meetings and share information gained there with reserves assigned to his squad;
- To keep his Reserve Lieutenant informed of all issues and concerns that affect the welfare and harmony of the reserve organization.

Senior deputies are immediately under sergeants in the rank structure. They are recommended for promotion by their squad sergeant and have as their primary duty the responsibility of assisting the squad sergeant as needed. They also serve in the capacity of acting sergeant with the same duties and responsibilities of a sergeant in the absence of their squad leader.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** PROMOTION PROCESS

**NO.** D-200

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** Promotions and Demotions

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**POLICY**

The Kern County Sheriff's Reserve Organization has a rank structure designed to facilitate communication and information flow throughout the organization. The classification and number of ranking positions will periodically be reviewed by the Reserve Coordinator to ensure that there is a sufficient number of ranking officers to effectively coordinate the activities of reserve deputies. Such positions may be added or deleted by the Reserve Coordinator to fulfill the needs of the organization.

The Reserve Coordinator will be responsible for monitoring the structure of the organization and appointing qualified reserve deputies to fill ranking positions as they become vacant.

---

**PROCEDURE A**

When vacancies occur in the ranks of commander, lieutenant, or sergeant, the Reserve Coordinator will select qualified reserve deputies to fill vacant positions. The following guidelines will be used in the selection process:

- Vacancies in any ranking position will be announced in the Message 7 newsletter and at both the line officer and general membership meetings. Interested reserves should contact the Reserve Coordinator;
- The Reserve Coordinator will review the past performance of all interested reserves, including hours worked, quality of work performance, and ability to work well with others;
- The Reserve Coordinator may solicit recommendations and opinions from other reserves and full time deputies as to the qualifications and suitability of those seeking promotion;
- Preference will be given to reserves seeking promotion within their own work unit (e.g. a reserve assigned to the Mojave Substation will be given preference for promotion to sergeant in the Mojave Substation over a reserve from another substation seeking the same Mojave Sergeant's position.);

- The Reserve Coordinator may consider other factors that he deems appropriate in the interest of promoting harmony and good will within the reserve organization;
- Oral interview and/or resume may be required for promotion into lieutenant, commander position;

When vacancies occur in the rank of senior deputy, the following procedure will be followed:

- The Sergeant in charge of the squad with the vacancy may recommend the appointment of a reserve from his squad for the vacant position;
- Such position is open to any commissioned reserve deputy;
- The Reserve Coordinator may consider other factors that he deems appropriate in the interest of promoting harmony and good will within the reserve organization.

---

**PROCEDURE B**

When qualified reserves are selected for promotion the Reserve Coordinator will:

- Insure that the candidate fully understands the duties and responsibilities of the position and has the time to commit to these additional responsibilities;
- Arrange to officially recognize those promoted in a promotion ceremony (at a general membership meeting) and furnish them with the appropriate collar insignia.

---

**PROCEDURE C**

When a ranking reserve is no longer fulfilling the duties and responsibilities of his position or requests to be relieved of his administrative duties, the Reserve Coordinator may:

- Discuss the situation with the affected reserve deputy;
- Assist the reserve as needed;
- Consider alternative courses of action depending on the nature of the problem;
- Replace the ranking reserve with another;
- Restore the displaced reserve to a previously held rank.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** RESERVE RANK INSIGNIAS

**NO.** D-300

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

All Kern County Sheriff's Reserves shall maintain an approved uniform in compliance with the regulations and specifications listed in Section K of the Sheriff's Office Policies and Procedures Manual. In addition to the information about Rank Insignia's found in Section K-302 of the Department manual, ranking reserve deputies will be authorized to wear collar insignias denoting their rank in accordance with the following procedure. All collar insignia will be of white metal.

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**PROCEDURE**

- Collar insignias may only be worn by ranking reserve deputies at the Kern County and Ridgecrest Fairs, Stampede Days Rodeo, Reserve Commissioning Ceremonies and other occasions as approved by the Volunteer Services Section Lieutenant/Commander. The collar insignias are to be worn on the Class A, B and C uniform shirts only. Reserve rank insignias will not be worn on any uniform jacket.
- Collar insignia for Reserve Commander shall be a single silver-colored metal, five-point star with a smooth finish.
- Uniform Shirt
  - 3/4" diameter star with pin and catch type metal fasteners.
  - Centered on the front edge of the collar with two points of the star parallel with the front edge of the collar.
  - The center of the star shall be 3/4-inches from the front edge of the collar.
  - Refer to Figure in section K-302-2 of the Sheriff's Department Policy and Procedures Manual for insignia placement diagrams.
- Collar insignias for the rank of reserve lieutenant will be single silver bars.
  - The insignia worn on the uniform shirt shall be fitted with two clutch type metal fasteners, and worn on each side of the collar with the front edge of the

bars  $\frac{3}{4}$  inches from and parallel with the front edge of the collar and centered on the collar.

- Collar insignias for the rank of sergeant will be silver sergeant (three stripes) chevrons.
  - The insignia worn on the uniform shirt shall be fitted with two clutch type metal fasteners, and worn on each side of the collar with the bottom of the chevron approximately 1 inch from the bottom of the collar point and centered on the bisecting line of the natural “vee” of the shirt collar.
- Collar insignias for the rank of senior deputy will be silver senior deputy (two stripes) chevrons.
  - The insignia worn on the uniform shirt shall be fitted with two clutch type metal fasteners, and worn on each side of the collar with the bottom of the chevron approximately 1 inch from the bottom of the collar point and centered on the bisecting line of the natural “vee” of the shirt collar.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** RESERVE FIELD TRAINING PROGRAM

**NO.** E-100

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** September 16, 2020

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 16, 2020

**REFERENCE:** POST Commission Regulation 1007 and Procedure H-3

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**POLICY**

The California Commission on Peace Officers Standards and Training requires that all Level 1 reserves, upon completing the Regular Basic Course, complete a POST-approved Field Training Program of 400 hours.

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**PROCEDURE A**

After being commissioned all reserves wishing to attain Level 1 status will be enrolled in the Reserve Officer Field Training Program.

The Reserve Coordinator will:

- Coordinate with the Field Training Program Sergeant;
- Instruct each reserve in field training to report to the Field Training Program Sergeant;

The Field Training Program Sergeant will supervise and direct the training.

All Reserves in Field Training will:

- Follow the guidelines in the Reserve Officer Field Training Program Manual;
- Meet their field training requirements while working in their designated work unit;
- May periodically work in other areas of the department with the approval of their designated work unit supervisor;
- Work closely with their work unit supervisors;
- Make steady progress in their field training manuals and keep their manuals up to date;

**PROCEDURE B**

Absent an emergency situation, Level 1 Reserve Deputies who have not had continued, regular exposure to field operations during the previous 365-day period will not be authorized to work in a solo-patrol capacity or other field operation assignment. If a Level 1 reserve fails to maintain continued exposure to field operations after a 365-day period, that reserves Level 1 status shall be suspended, and will be appointed as a Level 2 reserve. The reserve will then adhere to “Level 2” reserve protocols.

- Continued, regular exposure shall mean a minimum of 120 hours during the preceding 365-day period. Because many of the skills involved in field work are perishable, it is important that the 120 hours be distributed as evenly as possible throughout the year.
- Level 1 Reserve Deputies who have not maintained the minimum 120-hour field operation requirement for any reason that exceeds 365 calendar days without continued exposure as described above shall make that return to Level 1 status via successful completion of the Field Training Program.
- The Field Training Program supervisor can consider a modified/accelerated Field Training Program for staff who have previously passed the Field Training Program. Such consideration will be evaluated by the Field Training Program supervisor, and a memorandum from the First Phase Field Training Officer, after completion of the First Phase of the program.
  - Nothing from the above listed paragraph will circumvent any Internal Affairs disciplinary determination of re-entry into the full Field Training Program for previously certified personnel.

All Reserves in Field Training who are hired as extra help will:

- Follow the procedures for extra help in section B-700 of this manual.





KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** DEPARTMENT TRAINING REQUIREMENTS

**NO.** E-200

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

The Kern County Sheriff's Office is committed to providing all reserve deputies with the best training possible. All reserves are encouraged to take advantage of the many training opportunities offered by the department including: The training Division's video and publications library, training bulletins, training teleconferences, and a variety of training seminars and classes offered throughout the year.

Whenever full time deputies are scheduled for mandatory training (e.g. baton, firearms, first aid, or other mandated training) reserve deputies will generally be required to complete the same training. The Training Division makes such training available to reserves on several different days and times to accommodate reserves' personal work schedules. The Training Division will determine what training will be mandated for all regular and reserve deputies.

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**DIRECTIVE**

Failure to complete any mandated training may result in disciplinary action.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** FIREARMS QUALIFICATION

**NO.** E-300

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**EFFECTIVE DATE:** August 1, 2002

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** KCSD Policies and Procedures Manual Section G-200

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**POLICY**

All Sheriff's Office reserve deputies who are authorized to carry a firearm are required to participate in regularly scheduled firearms training and qualifications.

The mandatory firearms training schedule will be published by the Rangemaster in advance of the scheduled training so that all armed members of the Sheriff's Office will have due notice prior to the beginning of the training period. Reserve Deputies who fail to participate in scheduled firearms training are subject to discipline and shall explain in writing to the Reserve Coordinator their reason for not participating.

The Reserve Coordinator, or his/her designee, shall be responsible for scheduling reserve deputies for firearms training.

Any member required to participate in firearms training who misses a mandatory firearms training or qualification session may be disarmed until they can be rescheduled to qualify. This includes those who fail to attend due to vacation, leave of absence, medical status, disciplinary status, or other excusable reasons. Upon return to full duty status, a reserve who has failed to participate in mandatory firearms training will notify the Reserve Coordinator of the change in status and will be scheduled for the training or qualification as soon as practical.

**PROCEDURE**

During qualifications, members who fail to qualify the first time will be given an opportunity to remediate one time. Members who fail to qualify after two attempts may be immediately disarmed until they attend and successfully complete remedial firearms training. Successful completion of the qualification course includes a passing score and proficient handling of the weapon. Should a member fail qualifications repeatedly, demonstrate a lack of ability to safely handle a firearm, the member may be permanently removed from the reserve program.

If a Sheriff's Reserve Deputy fails the qualification course, the Rangemaster will:

- Notify the individual's Division Commander, Section Lieutenant, or the Reserve Coordinator of the failure prior to the individual leaving the Range, or;
  - If practical, the Rangemaster may provide immediate remedial training, followed by another opportunity to qualify. (The Rangemaster will provide written notification of the remedial training to the individual's Division Commander).
- If verbal notification was made to the Division Commander, Section Lieutenant or Reserve Coordinator, the Rangemaster will follow up that notification with written documentation.

- In the case of a reserve deputy who is on duty, range staff will make the immediate verbal notification to the reserve's assignment commander and written notification to the Volunteer Services Section Lieutenant and the Reserve Coordinator
- Schedule the individual for remedial firearms training as soon as practical and provide written notification to the individual's Division Lieutenant upon successful completion of the remedial training.
- Notify the Training Section Lieutenant in writing of the failure.

A Lieutenant receiving verbal notification that one of the reserve deputies is at the Range and has failed to qualify will:

- Notify the Reserve Coordinator that the reserve must be disarmed
- Immediately notify his/her Commander of the failure and the course of action taken.

The Commander will:

- Approve or disapprove the disarmament and determine if the individual's peace officer powers will be revoked pending successful completion of remedial firearms training.

The Training Section Lieutenant will:

- Provide written notification to the Chief Deputy in charge of the Administrative Services Bureau of those individuals who fail qualifications or have demonstrated problems in safely and efficiently handling a firearm.
- Ensure the Training Section has an effective plan for scheduling remedial training for those members who need to attend.

### **DIRECTIVE A**

All scheduled firearms training courses will be completed using weapons as specified in sections G-700 and G-701 of the KCSO DPPM, using ammunition issued or approved by the Rangemaster. Shotguns and special weapons (such as tactical rifles) training will be conducted by the Rangemaster or Assistant Rangemaster.

The Rangemaster will keep a current record of all qualification results and submit these records to the Training Section. The Rangemaster will note any performance which indicates an officer needs additional training. The Training Section will arrange for such additional instruction through the use of Training Orders.

### **DIRECTIVE B**

**Reserves will adhere strictly to all verbal and posted firearms safety rules and will fire weapons only at authorized targets.**

Reserves will:

- Treat all firearms as though they are loaded;
- Never point a firearm at anything they are not willing to shoot or destroy;

- Keep their fingers off the weapon's trigger, and outside the trigger guard until they are on target, and they have made the decision to fire;
- Be sure of their target, and be aware of its surroundings.
- Carefully follow all rules and instructions of KCSO range staff.

Members will familiarize themselves with and adhere to KCSO DPPM section M-240, Training Rules-Firearms.

### **DIRECTIVE C**

Other safe, approved firearms may be fired on the Sheriff's Range, with the approval of the Rangemaster or Assistant Rangemaster, at times when it will not interfere with scheduled firearms training.

---

### **PROCEDURE A**

If a reserve deputy misses mandatory firearms training or qualification for any reason, they will:

- Immediately notify the Reserve Coordinator in writing listing the reason they did not attend.
- Make arrangements with the Training Division to make up the missed firearms and qualification training.
- Immediately notify the Reserve Coordinator if unable to make up the missed training.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** MONTHLY MEETINGS

**NO.** F-100

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED BY:** September 1, 2020

**REFERENCE:**

---

**POLICY**

The Kern County Sheriff's Office recognizes that effective communications are important to the smooth operation of the reserve organization. Monthly meetings provide a good forum for the exchange of information. The Reserve Coordinator will play an active roll in the various monthly meetings discussed in this section.

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**DIRECTIVE**

**Monthly Reserve Corporation Board Meeting**

The Reserve Board of Directors holds a business meeting once a month. The Reserve Coordinator will attend these meetings as often as possible to provide support and assistance to the Reserve Corporation.

**Monthly General Membership Meeting**

The Reserve Corporation holds a business meeting for the general membership quarterly. The Reserve Coordinator will attend these meetings as often as possible to provide support and assistance to the Reserve Corporation.

**Monthly Area Meetings**

Reserve Deputies from some of the outlying substation areas should hold meetings as needed to discuss information shared in the General Membership Meetings. The Reserve Coordinator will attend these meetings as often as possible to provide support and assistance to substation reserves.

**Other Meetings**

From time to time various committees and specialized units are formed to carry on the business of the Reserve Organization. The Reserve Coordinator will attend these meetings as often as possible to provide support and assistance to these committees and units.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** INSTALLATION OF RESERVE CORPORATION OFFICERS AND DIRECTORS **NO.** F-200

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**EFFECTIVE DATE:** December 1, 1999

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

Every other year during the annual Appreciation Banquet the Reserve Corporation will install newly elected officers and directors. Historically, the Sheriff has sworn in the officers and directors of the Corporation.

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**PROCEDURE**

The Reserve Coordinator will:

- Arrange for the Sheriff to be present to swear in the Officers and Directors of the Corporation.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** APPRECIATION BANQUET

**NO.** F-300

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**EFFECTIVE DATE:** December 1, 1999

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

During the first quarter of the year, the Reserve Corporation in conjunction with the Kern County Sheriff's Office holds an annual Appreciation Banquet to recognize the service of reserves through the presentation of awards. The Kern County Sheriff's Office is very appreciative of the efforts of the reserve officers and will formally acknowledge their service and present appropriate awards and certificates of appreciation. The date will vary based on the availability of the banquet's location.

---

**PROCEDURE**

The Reserve Coordinator will:

- Assist the Reserve Corporation Board of Directors with the planning of the Appreciation Banquet;
- Arrange for the preparation and presentation of appropriate certificates and other awards for reserves deserving of such recognition;
- Budget for sufficient funds to cover the costs of the Appreciation Banquet.



**KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES**

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**TITLE:** CCW PERMITS

**NO. G-100**

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** September 16, 2020

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 16, 2020

**REFERENCE:** Penal Code Section 26150 and 26220(e)

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**POLICY**

It will be the policy of the Kern County Sheriff's Office that duly commissioned reserve deputies of this department may be issued a concealed weapons permit in accordance with the provisions of Penal Code Section 26150. The issuance of a CCW permit, pursuant to this section, does not constitute authority for reserves to carry a concealed weapon in the course and scope of their personal employment outside the Kern County Sheriff's Office.

---

**PROCEDURE**

The Sheriff of Kern County may issue active commissioned Reserve Deputies a concealed weapons permit. Such permit will be valid for a period of four years unless revoked by the Sheriff or upon the Reserve's separation from active duty status. The following requirements must be met in order to apply for a concealed weapons permit (CCW):

- Reserve deputies must complete one (1) year of service with the Kern County Sheriff's Office Reserve Unit and be in good standing.
- Reserve deputies must be current on their mandatory minimum goal hours based on their reserve classification.
- The Reserve Coordinator will verify that reserves applying for CCW's are in compliance with the minimum CCW requirements outlined in this policy, and notify the CCW Permit Unit of their findings.

Upon retirement from the Sheriff's Reserves, members may be issued a CCW permit as a "retired reserve deputy" in accordance with the procedures established by the CCW Permit Unit. The Reserve Coordinator will verify the retired member's status for the CCW Permit Unit at retirement. The CCW Permit Unit will handle subsequent renewals.

Reserves who separate from active duty status before retirement may be issued a CCW permit as a private citizen. If the reserve leaves the organization in good standing, the Reserve Coordinator may recommend CCW approval to the CCW Permit Unit.

**KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES**

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**TITLE:** RESERVE LIFE MEMBERSHIP

**NO.** G-200

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** September 1, 2020

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

The Kern County Sheriff's Office appreciates the tremendous commitment of time and service that reserve deputies give to the Sheriff's Office. In recognition of their continued service and devotion to duty, the Sheriff's Office will grant the status of "Life Membership" to qualified reserves in accordance with the following procedures.

Reserves granted "Life Membership" status would remain as active members but have one half the goal hours' requirement of other reserves as described in section B-500 of this manual. In order to maintain Level I status, P.O.S.T. requires that you work a minimum of 196 hours a year.

---

**PROCEDURE**

Reserve deputies seeking life membership will:

- Have completed 10 years accumulated time as a Kern County Sheriff's Reserve Deputy;
- Forward a memo to the Reserve Coordinator requesting life membership. The memo should include the Reserve's commission date and a brief resume of his work history, including the number of hours worked during the past ten years, if known;

Upon receipt of a request for life membership, the Reserve Coordinator will:

- Review the reserve's commission date, work history, and hours worked during the past ten years to determine if the reserve qualifies for life membership;
  - If approved, the Reserve Coordinator will prepare a personnel order detailing the change in his/her reserve status and place it in their supervisors file. The Reserve Coordinator will also notify the affected reserve of their Life Membership approval and ensure they understand the new annual service hours requirement. (See attachment in G-200A for example of Life Membership Personnel Order memorandum).
  - If disapproved, the Reserve coordinator will notify the reserve and explain the reasons for denial. Both the reserve's memo of request and notice of denial will be placed in the supervisor's file for the reserve.





*Kern County*

# **SHERIFF**

## **Interoffice Memorandum**

**To:** Lieutenant/Commander  
**From:**  
**Date:**  
**Re:** Reserve Deputy for Life Membership to KCSORP

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This memo will serve as official notice that Reserve Deputy (First and Last Name) intent to become a lifetime member of the Kern County Sheriff's Office Reserve Program.

Commissioned on: (Date)

Total years of volunteer service:

Total number of hours volunteered:

Is as a: **Level (I, II, or III) (If a Level I, list total number of years as a Level I)**

Reserve Deputy (First and Last Name) is in GOOD STANDING and is eligible for "Life Membership" to the Kern County Sheriff's Office Reserve Program pending approval from the Lieutenant/Commander of Volunteer Services Section.

### Policy G-200: Life Membership

- ✓ *Have completed 10 years accumulated time as a Kern County Sheriff's Reserve Deputy.*
- ✓ *Forward a memo to the Reserve Coordinator requesting life membership.*

Reserve Deputy (**Name**) will continue to abide by Policy B-500: Goal Hours;

- **100 total hours including:**
- *Kern County Fair - 35 hours for reserves who live within a 25 mile radius of the Kern County Fairgrounds*
- *20 hours for reserves who live outside a 25 mile radius of the Kern County Fairgrounds*
- *Balance of hours to be in any combination of Patrol, Detentions, Special Events, Training, Meetings or Committee Activities.*
- **Lifetime Member Exception:**

- *Lifetime members who are Level 1 and have attended a Basic POST Academy must work 16 hours per month (196 hours annually) to keep their Level I POST Certificate active.*

Reserve Deputy Signature      Date: \_\_\_\_\_

Approved By: \_\_\_\_\_      Date: \_\_\_\_\_

Name/Title

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KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** RESERVE RETIREMENT

**NO.** G-300

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** September 1, 2020

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

---

**POLICY**

The Kern County Sheriff's Office appreciates the tremendous commitment of time and service that reserve deputies give to the Sheriff's Office. In recognition of their continued service and devotion to duty, the Sheriff's Office will grant the status of "Retirement" to qualified reserves in accordance with the following procedures.

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**PROCEDURE**

Reserve deputies seeking retirement will:

- Have completed 10 years accumulated time as a Kern County Sheriff's Reserve Deputy;
- Forward a memo to the Reserve Coordinator requesting retirement. The memo should include the reserve's commission date and a brief resume of his work history, including the number of hours worked during the past ten years, if known;

Upon receipt of a request for retirement, the Reserve Coordinator will:

- Review the reserve's commission date, work history, and hours worked during the past ten years to determine if the reserve qualifies for retirement;

If approved, the Reserve Coordinator will:

- Prepare a personnel order to the Human Resources Unit and include the reserve's commission date and a brief resume of his work history, including the number of hours worked during the past ten years. If the retiree is requesting to purchase their department issued firearm and/or badge/hat piece, the memorandum will also be forwarded to the Volunteer Services Section Chief Deputy for approval. (See attachment in G-300A for example of Reserve Retirement Personnel Order memorandum).
- Notify the reserve and prepare a personnel order for the change in status;
- Notify the Sheriff through the Chain of Command;

- Notify HR so a reserve retired identification card can be issued.

If disapproved, the Reserve Coordinator will:

- Notify the reserve and explain the reasons for denial:
- Place the reserve's memo of request and notice of denial in the supervisor's file for the reserve.

Retired reserves will:

- Return all departmental issued equipment in compliance with section G-700 of this manual.
- Retirement identification will be issued only when all departmental equipment is accounted for.



*Kern County*

# **SHERIFF**

## **Interoffice Memorandum**

**To:**

**From:**

**Date:**

**Re:** Reserve Deputy Retiring in Good Standing

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This memo will serve as official notice that Reserve Deputy (First and Last Name) intent to retire from the Kern County Sheriff's Office Reserve Program.

Commissioned on: (Date)

Retired effective on: (Date)

Total years of volunteer service:

Total number of hours volunteered:

Retired as a: **Level (I, II, or III) (If retired as Level I, then list total number of years as a Level I)**

Reserve Deputy (First and Last Name) is retiring in GOOD STANDING and is eligible for the following pending Chief Deputy approval;

1. Badge and Cap Device Gift/Purchase (Policy J-1010)
  - a. Policy J-1010 reads, *"This gift shall apply to all persons retiring with 20 or more years of Sheriff's Office service. This policy shall extend to both compensated and volunteer personnel."*

Approved: YES or NO

2. Separation from Service – Retired Identification Card (Policy J-0710)
  - a. Policy J-0710 reads, *"The employee will return to the Human Resources Section on his/her last day of work and provide HR Staff with the verification form. Human Resources Staff will then: Issue the volunteer (If a Reserve Deputy) a retired identification card."*

Approved: YES or NO



3. Firearm Transfer (Policy G-1020)

- a. Policy G-1020 reads, "*DIRECTIVE #2 Penal Code section 26300(c)(2) does not allow for the sale of Sheriff's Office firearms to Reserve Deputy Sheriff's as defined in Penal Code section 830.6 unless the Reserve Deputy has held a Level I status for a minimum of 10 years. A law enforcement agency shall have the discretion to revoke or deny an endorsement issued under this subdivision to Section 26305.*"

Approved: YES or NO

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title

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KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** LEAVE OF ABSENCE

**NO.** G-400

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The Kern County Sheriff's Office will grant a leave of absence (LOA) for good cause to any reserve officer making the request. Leaves are generally granted for reasons associated with family or work needs, medical problems, or personal needs.

Members on leave of absence still enjoy all the rights and privileges of Reserve Membership. During a leave of absence, the Reserve Coordinator will adjust reserve goal hours accordingly.

Members who take a leave of absence will be required to turn in their county issued equipment including their reserve badge and I.D. card, during the time that they are absent.

The Reserve Coordinator will approve a leave of absence for a period of up to six months. The Volunteer Services Section Lieutenant/Commander must approve any extension to the leave request.

Leaves of absences will not be granted to reserves who move out of the State of California. A reserve who moves out of state must resign their reserve commission.

---

**PROCEDURE A**

**Each reserve requesting a leave of absence will:**

- Provide a written request for a LOA and indicate expected date of return.
- Complete all documentation as required by the Reserve Coordinator;
- Notify their Reserve Sergeant, Lieutenant and Commander of the request;
- If in field training, notify the sergeant or supervisor in charge of the work section where assigned;
- Comply with any other instructions given by the Reserve Coordinator.
- Maintain POST mandated CPT training.

**PROCEDURE B****Each reserve requesting reinstatement from leave of absence will:**

- Notify the Reserve Coordinator of his desire to be reinstated;
- Complete all documentation as required by the Reserve Coordinator;
- Comply with all applicable laws, rules, and regulations in effect at the time reinstatement is requested;
- Notify their Reserve Sergeant, Lieutenant and Commander of their return from LOA;
- If in field training, notify the sergeant or supervisor in charge of the work section where assigned.
- Complete all necessary range and CPT training.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** SQUAD ASSIGNMENTS & TRANSFERS

**NO.** G-500

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

Upon appointment as a reserve deputy, members will be assigned to a squad. Assignments will generally be made to provide for evenly balanced squads and to accommodate the new reserve. Most often reserves will be assigned to squads closest to their homes. Should a reserve request a transfer to another squad, the following procedures will be followed.

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**PROCEDURE A**

**When a reserve deputy desires a transfer he will:**

- Submit a memo to the Reserve Coordinator listing the reason for the request, the date requested, and the desired squad reassignment;
- Notify his reserve squad sergeant of his transfer request.

**Upon receipt of a transfer request the Reserve Coordinator will:**

- Review the request with the reserve;
- Review the request with other line officers and any full-time Sheriff's Sergeants involved, if necessary;
- Consider what is best for the individual, the reserve organization and the department in making any transfers;
- Notify the reserve, line officers, and Sheriff's sergeants of the transfer as needed;
- Update the reserve organizational chart as needed.

**PROCEDURE B**

Request for transfer by ranking officers shall be made by memo to the Reserve Coordinator. When a ranking reserve officer moves to another area of the county he may elect to hold his same position provided that he can continue to fulfill the duties and responsibilities of his position. If there is an opening for his rank in the new area he may be assigned to fill that position. Otherwise he will return to the rank of deputy and be assigned to a squad in his new geographical area.

**KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES**

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**TITLE:** RESERVE DISCIPLINE

**NO. G-600**

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** Heger v. City of Costa Mesa; Lubey v. City and County of San Francisco

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**POLICY**

It is the policy of the Kern County Sheriff's Office that all of its reserves perform their duties and fulfill their responsibilities in a competent, efficient, and professional manner in conformity with the policies, rules, regulations, and orders of the Kern County Sheriff's Office and the County of Kern.

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**DIRECTIVE A**

The progressive discipline system will be recognized as a viable process to follow while attempting to correct unacceptable performance.

The escalation of discipline from the least severe to the most severe in the progressive discipline system relating to reserves is as follows:

- Oral Admonishment
  - Documented Oral Admonishment
  - Written Reprimand
  - Suspension of Reserve Commission
  - Revocation of Reserve Commission
- 

**DIRECTIVE B**

Any paid full time deputy sheriff of the Kern County Sheriff's Office, regardless of rank, may relieve a reserve deputy from duty should the circumstances warrant. The officer taking such action must provide written documentation to his immediate supervisor within 24 hours of the action. The supervisor will immediately notify the Reserve Coordinator. Violations or actions that warrant an Internal Affairs investigation will be governed by the policies and procedures ruling the Kern County Sheriff's Office Internal Affairs Section.

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**TITLE:** RESERVE DISCIPLINE

**NO. G-600**

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## **DIRECTIVE C**

Disciplinary action, other than suspension or revocation, is not appealable. Due process will be afforded those whose actions warrant suspension or revocation. The following procedures will apply.

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### **PROCEDURE A**

When a reserve deputy's actions warrant immediate suspension of his commission (not the results of the findings of an Internal Affairs investigation), the Reserve Coordinator will:

- Suspend the reserve and prepare a written report of the allegations;
- Make recommendation for further discipline.

Upon receipt of such documents from the Reserve Coordinator, the Lieutenant of Volunteer Services Section will:

- Review all documentation and decide if discipline is warranted;
- Create a letter of intent and send it to the reserve to be disciplined indicating a date for a pre-discipline review;
- Meet with the reserve and hear their version of events;
- Evaluate and consider all available information;
- Decide what discipline, if any, is appropriate;
- Send a letter indicating the judgement, listing applicable dates, restrictions, and other rules of compliance;
- Route all reports to the Kern County Sheriff's Office personnel file.

### **PROCEDURE B**

When a reserve deputy's actions warrant revocation of his commission (not the results of the finding of an Internal Affairs investigation), the Reserve Coordinator will:

- Suspend the reserve if warranted and prepare a written report of the allegations;
- Make recommendation for further discipline.

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Upon receipt of such documents from the Reserve Coordinator the Lieutenant of Volunteer Services Section will:

- Review all documentation and decide if discipline is warranted;
- Create a letter of intent and send it to the reserve to be disciplined indicating a date for a pre-discipline review;
- Meet with the reserve and hear their version of events;
- Evaluate and consider all available information;
- Decide what discipline, if any, is appropriate;
- Send a letter indicating the judgement and a date for a hearing with the Bureau Chief Deputy, if desired;
- Meet with the Bureau Chief Deputy and Reserve Coordinator, after the hearing date, for a final judgment in the matter.
- Route any necessary paper work to the Kern County Sheriff's Office personnel file and Training Division.

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## **PROCEDURE C**

When a reserve deputy's commission has been revoked and due process is complete, the Volunteer Services Section Lieutenant/Commander will:

- Create a letter and send it to the reserve, indicating:
  - The effective date of the revocation;
  - A deadline for the surrender of all Kern County Sheriff's Office equipment;
- Any personally owned equipment that, by law can only be possessed by a peace officer, must be disposed of or relinquished with county equipment. Maintaining such equipment may constitute a felony.



KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** DEPARTMENT EQUIPMENT

**NO.** G-700

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

All equipment issued by the Kern County Sheriff's Office to a reserve deputy will remain the property of the Kern County Sheriff's Office. All equipment is subject to inspection by the Lieutenant of Volunteer Services Section or his designee. All equipment will be used as specifically designed by the manufacturer or authorized by the department, neither of which shall exceed the boundaries of the law.

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**EQUIPMENT**

**Reserve deputies will:**

- Keep equipment in good repair and working order;
- Report poor equipment condition to the Reserve Coordinator;
  - Defective or non-operative equipment will be returned to the Property Room or other source of origin.
- Upon resignation, retirement, or notice from the Kern County Sheriff's Office of suspension or termination from the Sheriff's Reserve Organization, immediately surrender all issued equipment to the Reserve Coordinator, or as otherwise instructed;
- Not use Kern County Sheriff's Office equipment while on duty as an employee for any other law enforcement agency;
- Surrender all Kern County Sheriff's Office issued equipment, including badge, CCW permit, and I.D. card, when requesting a leave of absence.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** SUPERVISORY FILES

**NO.** G-800

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** KCSO Policies & Procedures Manual Section D-500

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**POLICY**

The Reserve Coordinator will maintain a supervisory file for each active reserve. Each file will include a personal data sheet (including current home address and phone number), monthly activity reports, correspondence, commendations, personnel actions, and other documentation related to the reserve's performance. Such files will be kept confidential in accordance with Sheriff's Office Policy found in Section D-500 of the Sheriff's Office Policy and Procedures Manual.

Upon a reserve's separation from active duty, the Reserve Coordinator will forward the contents of the reserve's file to the Sheriff's Personnel Division. Reserves may review their own supervisory file during normal business hours upon request to the Reserve Coordinator.

KERN COUNTY SHERIFF'S OFFICE  
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POLICIES AND PROCEDURES

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**TITLE:** PERSONNEL ORDER

**NO.** G-900

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**EFFECTIVE DATE:** 1, 1994

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

Whenever a Kern County Sheriff's Reserve Deputy is commissioned, revoked, retired, promoted, transferred, or has any other such change in personnel status, the information will be documented in a "Personnel Order" prepared by the Reserve Coordinator.

The Reserve Coordinator will prepare a "Personnel Order" as needed to document status changes among reserve personnel. Reserve Personnel orders will be distributed to the following:

- Reserve Supervisor's File
- Reserve Line Officers
- Lieutenant of Volunteer Services Section
- Personnel Division
- Communications Division
- Subpoena Coordinator
- Training Division
- Range Master
- Property Room

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
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**TITLE:** ADMINISTRATIVE RESERVE DEPUTY

**NO.** G-1000

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**EFFECTIVE DATE:** June 1, 2005

**REVISED:** May 5, 2014

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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**POLICY**

The Volunteer Services Section, as well as the Sheriff's Administration, recognizes the vast wealth of experience and knowledge possessed by retiring full-time sheriff's deputies, senior deputy's, sergeants, etc. In an effort to utilize this experience and knowledge, the Administrative Reserve Deputy position was created for those who possess an exceptional expertise in one or more law enforcement fields.

Any recently retired law enforcement officer may be appointed as an Administrative Reserve Deputy by the Volunteer Services Section Lieutenant/Commander under the direction of the Chief Deputy and the Sheriff. Administrative Reserve Deputies are Level 1 Reserves and have the same authority and peace officer powers as prescribed for Level 1 Reserves. Administrative Reserve Deputies will be required to attend all mandatory or regularly scheduled training and firearms qualifications. Administrative Reserve Deputies will not have a minimum hour requirement and will not be required to work special events. They are encouraged to work as least 192 hours per year to satisfy the POST requirement for "Qualifying Service". They will be required to turn in monthly activity reports or "time sheets". Aside from those exemptions stated, Administrative Reserve Deputies will be governed by the same rules, regulations, policies and procedures as all other reserve deputies and all other department members.

The Volunteer Services Section Lieutenant/Commander will have the ultimate authority to approve or deny an appointment into an Administrative Reserve Deputy position. Some criteria the Lieutenant/Commander could use may include experience and expertise in specific fields or assignments.

KERN COUNTY SHERIFF'S OFFICE  
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**TITLE:** DESIGNATED LEVEL I RESERVE

**NO.** G-1100

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**EFFECTIVE DATE:** November 1, 2007

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:** Penal Code 830.6 (a)(1), 830.6 (a)(2), 832.6 (a)(1), 832.6 (a)(2), 832.6 (a)(3),  
County Ordinance 2.74.060

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## **POLICY**

Reserve Deputies may be appointed to a “Designated” Level I. Designated Level I Reserve Deputies must complete the Sheriff’s Office Field Training Program. This is the only category of Reserve Deputy that has 24-hour Peace Officer authority (as defined in Penal Code Section 830.1). All other Reserve levels have Peace Officer powers only for the duration of the person’s specific assignment. A Designated Level I Reserve may work alone and perform the same duties as a full-time Deputy. The Sheriff may revoke the designated status at any time.

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## **PROCEDURE**

Designated Level I Reserve Deputies must successfully complete the POST Regular Basic Course in either the standard format (664 hours minimum), or the modular format (level III, II and I Reserve training) with 730 hours minimum.

Designated Level I Reserves shall be required to volunteer a minimum of 200 hours of patrol (Field Operations) per calendar year to maintain their designated status. Extra-help, or Special Deputies (FLSA covered) working in a “Deputy” position shall be required to volunteer a minimum of 100 hours of patrol (during the time that they are not employed as a Special, or Extra-help Deputy) per calendar year to maintain their proficiency.

### **DIRECTIVE A**

Due to changes in POST training requirements, “grandfathered” Level I Reserves may not upgrade to Designated Level I Reserve status unless they apply for, and obtain the Basic Course Waiver (through POST) or by repeating the Basic Course (modular or intensive).

### **DIRECTIVE B**

Newly retired employees who retired below the rank of Sergeant must be current on Field Training before Designated Level I status will be granted.

**DIRECTIVE C**

Upon completion of the Sheriff's Office POST approved Field Training Program, Designated Level I Reserves are granted the following:

- 1) Full Peace Officer powers, both on and off duty.
- 2) Authority to carry an off-duty weapon, conforming to Departmental policy, without the need for a concealed weapons permit.
- 3) Individuals with full-time Peace Officer status may be assigned to tasks performed by regular Deputies. This includes supervising Level II and Level III Reserve Deputies.

KERN COUNTY SHERIFF'S OFFICE  
RESERVE DEPUTIES  
POLICIES AND PROCEDURES

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**TITLE:** COURT WITNESS REIMBURSEMENT FUNDS

**NO.** G-1200

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**EFFECTIVE DATE:** June 15, 2011

**REVISED:** August 26, 2019

**APPROVED BY:** Erik Levig, Commander

**REVIEWED:** September 1, 2020

**REFERENCE:**

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## **POLICY**

Reserve Deputies may be subpoenaed to appear in court for both criminal and civil matters stemming from actions they performed or witnessed during the course of their duties as a Reserve Deputy Sheriff. A fund has been created by the Sheriff's Office to help offset the costs associated with court appearances. Any Reserve Deputy who receives a subpoena to appear in court is eligible for reasonable costs associated with appearing in court. The witness fund is available to any Reserve Deputy, or other approved Sheriff's volunteer who wishes to apply for compensation for his court appearance or standby time.

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## **PROCEDURE**

Any Reserve Deputy who receives a subpoena to appear in court or is placed on call, shall record those hours on the subpoena. If the deputy is called to court, they shall have the bailiff sign, date and record the hours on the subpoena. The deputy shall turn the subpoena into the Volunteer Services Section Reserve Coordinator. The Reserve Coordinator will confirm the deputy's appearance and calculate the amount for all eligible costs associated with appearing in court.

The compensable amount shall be calculated based upon the current hourly pay schedule for a Deputy Sheriff. If the Reserve Deputy is placed on court standby, the rate of compensation shall be one quarter of the hourly rate of a Deputy Sheriff or the minimum wage, whichever is greater.

The Coordinator will deliver the subpoena to a member of the Kern County Sheriff's Reserve Association Board of Directors. The Treasurer of the Reserve Board will prepare a claim for payment monthly on the 1<sup>st</sup>, and present it to the Sheriff's Office for reimbursement on all members' court appearances for the month. The Sheriff's Office will process the claim and make a check payable to the Reserve Association for disbursement to its members.

For the purposes of being placed on call, a Reserve Deputy shall not be entitled to more than seven hours of court standby unless the deputy is advised to remain on standby after 3:00 p.m. Such employees shall be required to wear a pager, beeper or other communications device to ensure their availability. Neither the Sheriff's Office nor The District Attorney's Office shall impose conditions, in addition to those listed herein. For the purposes of this Volunteers Services Section policy, any volunteer may be eligible for witness fees.