

I. PURPOSE

To establish the policies and procedures applicable to the Fairfax County Reserve Deputy Sheriff Unit. Unless specifically exempted, all other Standard Operating Procedures apply to the Fairfax County Reserve Deputy Sheriff Unit. The Reserve Deputy Sheriff mission is to support the Sheriff's Office in both operational and administrative areas to maximize the availability of employed deputy sheriffs. The Reserve Deputy Sheriff Unit is comprised of non-paid volunteer citizens.

II. POLICY

The Reserve Deputy Sheriff Unit was established under the authority of the Code of Virginia, Section 15.2-1603, and is operated in accordance with this Code Section. The Reserve Deputy Sheriff Unit is under the administrative control of the Court Services Division. However, Reserve Deputy Sheriffs assigned to a branch or section will be under the operational command and administrative control of the applicable supervisor. The selection, appointment and tenure of Reserve Deputy Sheriffs will be determined by the Sheriff.

III. DEFINITIONS

Reserve Deputy Sheriff – An unpaid volunteer who has completed mandatory training. All Reserve Deputy Sheriffs must also successfully complete a 12 month probationary period. They may perform support functions in any of the four divisions of the Sheriff's Office or in direct support of the Sheriff and/or Chief Deputy Sheriffs. While appointed as a Reserve Deputy Sheriff, these individuals will possess no law enforcement authority and will not carry firearms. Reserve Deputy Sheriffs are to perform primarily administrative, logistical, training, crime prevention and public support functions. Duties performed will include, but may not be limited to:

1. Recording data and maintaining records, or acting as a role player in recruit practical exercises at the Fairfax County Criminal Justice Academy.
2. Recording data for agency training mandated by the Department of Corrections (DOC), the American Correctional Association (ACA), the National Commission on Correctional Health Care (NCCHC) and the Virginia Professional Law Enforcement Professional Standards Commission (VLEPSC).
3. Assisting at the Adult Detention Center (ADC) visiting posts, control booths in the ADC and the Alternative Incarceration Branch (AIB), the Courthouse security desk and the Civil Enforcement administrative section, as well as the Community Labor Force.
4. Assisting the ADC Programs staff with program lists and volunteers.
5. Assisting the Material Management staff with inventory, filing and storage of supplies.
6. Sorting and delivering mail.
7. Assisting with programs in the community such as Child ID and Crime Prevention, Project Lifesaver, Child Safety Seat, community fairs and agency events. Additional training may be required by the special units.
8. Escort jury panels within the Fairfax County Courthouse.

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9. Assist with Civil Enforcement seizures (inventory etc.).
10. Escort contractors and outside maintenance personnel in the Public Safety Center, ADC and AIB.
11. Act as liaison between court clerks' offices for movement/delivery of transportation orders and court cards.
12. Reserve Deputy Sheriffs may operate County owned vehicles only if they are on duty and they have completed the Vehicle Familiarization Course conducted by the Fairfax County Criminal Justice Academy.
 - a. Reserve Deputy Sheriffs may only operate marked Sheriff's vehicles for the following purposes:
 - 1) Transportation to and from maintenance facilities.
 - 2) Administrative duties.
 - 3) Transportation to and from an assignment location.
 - 4) Special assignments as directed by a Division Commander or designee.
 - 5) Project Lifesaver battery changes
 - b. Reserve Deputy Sheriffs will not use any vehicle to pursue other vehicles, engage in law enforcement activity or drive in an emergency manner.
 - c. All weapons shall be removed from Sheriff's Office vehicles prior to being assigned to Reserve Deputy Sheriffs.
13. Reserve Deputy Sheriffs may assist with the Juvenile and Domestic Relations Court's Safe Visitation and Exchange Program.
14. Other duties as needed.
 - a. Reserve Deputy Sheriffs, at the discretion of the Commander, Court Services Division, may be called into service when it is deemed necessary due to an emergency, civil unrest or disaster, or there are insufficient numbers of Deputy Sheriffs to preserve the peace and safety of the Fairfax County Judicial Complex and the community in general.

Volunteers in Sheriff's Office Relations (VISOR) – Consists of unpaid volunteers who do not have to complete the mandatory training requirements (IV-B). Individuals who desire to volunteer their skills, services and/or experience to the Sheriff's Office will have an opportunity to do so in this program. They may perform support functions in any of the four divisions of the Sheriff's Office or in direct support of the Sheriff and/or Chief Deputy Sheriffs. VISOR will perform primarily administrative, logistical and public support functions.

1. VISORS will not operate Sheriff's Office vehicles.

Special Projects and Reserve Deputy Sheriff Unit Coordinator - Shall be responsible for general supervision of the Reserve Deputy Sheriff Program. Under the immediate supervision of

the Public Information Officer, the Coordinator will maintain personnel and background records, track required training, work assignments, coordinate coverage of major special events and maintain the County's Volunteer Management System (VMS) online database to track hours worked by individual members of the program. The Coordinator will be responsible for generating an annual report for the Sheriff that will show program accomplishments to include total hours worked and cost savings to the residents of Fairfax County. The Coordinator will also make recommendations to the Sheriff regarding discipline and commendations for members of the program.

IV. PROCEDURE

A. Hiring: The Sheriff may appoint as many Reserve Deputy Sheriffs as she deems appropriate. Such appointments may be revoked by the Sheriff at any time for cause. All applicants for the position of Reserve Deputy Sheriff and VISOR must be:

1. Between 21 and 75 years of age (no maximum age limit for VISOR participants).
2. Possess a valid Virginia operator's license.
3. In good physical condition.
4. Successfully pass a background investigation.

Openings for Reserve Deputy Sheriff and VISOR positions will be advertised in the same manner as paid positions. Recruitment of Reserve Deputy Sheriffs by paid staff is encouraged.

B. Reserve Deputy Sheriff Training:

1. All newly appointed Reserve Deputy Sheriffs will be required to complete minimum standards training provided by the Sheriff's Office. This training will include, but not be limited to:
 - a. Cardiopulmonary Resuscitation (CPR)
 - b. First Aid
 - c. Exposure Control for Bloodborne Pathogens
 - d. Key Control
 - e. Civil Liability
 - f. Defensive Tactics
 - g. Radio Operations
 - h. Ethics
 - i. Agency History
 - j. Community Relations

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- k. Cultural Diversity
 - l. Communications
 - m. Uniforms and Appearance
 - n. Fire Safety
 - o. Inmate Supervision
 - p. Courthouse Security
 - q. Legal
 - r. Report Writing
 - s. Agency Standard Operating Procedure (SOPs) and Policy
 - t. Firearms Familiarization
 - u. Inmate Behavior and Mental Health
 - v. Verbal Commands and Interviews
 - w. Use of Hand Restraints
 - x. Active Shooter Training
 - y. Oleoresin Capsicum (OC) Spray Certification
 - z. ASP/Baton Certification
- 2. Training will be conducted on weekday evenings and Saturdays. All training will be presented by DCJS certified instructors and all lesson plans will be approved by the Sheriff's Office Training Branch and on file with the Fairfax County Criminal Justice Academy at the time of instruction.
 - 3. The Special Projects and Reserve Deputy Sheriff Unit Coordinator will be provided with copies of all unit training rosters.
 - 4. On successful completion of minimum standards training, all Reserve Deputy Sheriffs will receive a badge, badge case and credentials which identify them as Fairfax County Reserve Deputy Sheriffs. In order to maintain appointment as a Reserve Deputy Sheriff, individuals will be required to complete an additional eight hours of training annually.
- C. VISOR Training:
- 1. Individuals in the VISOR program will complete training as deemed appropriate within the service area they are working.
- D. Duty Assignments:

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1. Reserve Deputy Sheriffs must complete a minimum of 12 hours of service per calendar month equaling 144 hours per year in order to maintain their appointment in the Reserve Deputy Sheriff Program. Reserve Deputy Sheriffs who will be unable to complete their minimum service for a period of more than one calendar month for personal reasons may request to be placed on inactive status by memorandum to the Special Projects and Reserve Deputy Sheriff Unit Coordinator.
2. Individuals in the VISOR program must complete a minimum of 10 hours per quarter equaling 40 hours per year in order to maintain an active status.
3. The Special Projects and Reserve Deputy Sheriff Unit Coordinator will maintain and keep current a list of duty assignments for Reserve Deputy Sheriffs. Actual assignments will be coordinated between the individual Reserve Deputy Sheriff and the agency supervisor requesting assistance. Specific requests by agency supervisors for utilization of Reserve Deputy Sheriffs will be made to the Special Projects and Reserve Deputy Sheriff Unit Coordinator.
4. Reserve Deputy Sheriffs will record their service and training hours online through the Volunteer Fairfax website, Volunteer Management System (VMS). At the end of each month, the Special Projects and Reserve Deputy Sheriff Unit Coordinator will review all training and service hours submitted by each Reserve Deputy Sheriff. Failure to record service and/or training hours is sufficient cause for removal from the Reserve Deputy Sheriff Program.

E. Uniforms:

1. Reserve Deputy Sheriffs will wear khaki shirts with brown trousers. Long sleeve shirts will be worn either with a brown clip-on tie or the same black mock turtleneck shirt approved for wear by regular sworn employees. The agency patch will be affixed to each shoulder of the shirt. Above the agency patch will be an embroidered tab with dark brown embroidery on tan indicating "RESERVE." The badge, nameplate and tie bar, if appropriate, will be worn as they are by regular sworn staff. Belts, shoes and socks will be black in color. For special assignments, such as assisting the Community Labor Force, the Reserve Deputy Sheriff Unit Coordinator may authorize an approved alternate uniform.
2. VISORs are permitted to wear business casual attire when completing administrative duties at the Sheriff's Office. When participating in agency or community events, VISORs will wear khaki pants and a navy blue polo shirt with the County seal and the word "VISOR" embroidered on the left chest. VISORs will also be issued a fleece jacket with the same logo. VISORs will be issued agency credentials and a proxy access card.
3. Reserve Deputy Sheriffs are eligible for and permitted to wear departmental awards in accordance with Standard Operating Procedures.
4. Reserve Deputy Sheriffs who have earned the President's Volunteer Service Award may wear the insignia on the right shirt pocket flap, centered between the button and top of the flap. Only one such pin may be worn at a time.
5. All Reserve Deputy Sheriffs who are in good standing as determined by the Special Projects and Reserve Deputy Sheriff Unit Coordinator will receive a uniform

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cleaning allowance. Each July, the Special Projects and Reserve Deputy Sheriff Unit Coordinator will submit the names of those Reserve Deputy Sheriffs that qualify for the uniform cleaning allowance to the Fiscal and Material Management Section. To qualify, a Reserve Deputy Sheriff must have been in the program for a year, have at least 144 service hours for the previous fiscal year and have an active status.

F. Conduct:

1. Reserve Deputy Sheriffs are representatives of the Fairfax County Sheriff's Office and must display the highest standards of conduct both on and off duty.
2. Initial training for Reserve Deputy Sheriffs will include instruction of agency Standard Operating Procedures (SOPs). Reserve Deputy Sheriffs will be responsible for compliance with all agency rules and regulations contained in these SOPs.
3. Reserve Deputy Sheriffs may have access to confidential records such as criminal histories, DMV files or current investigations, as their duties dictate. Unauthorized disclosure of any confidential information, verbal or written, will be grounds for immediate dismissal and possible criminal prosecution.

V. Legal References

A. Code of Virginia

1. 15.2-1603

**12/01/00
DATE APPROVED**

**05/14/18
EFFECTIVE DATE**



**STACEY A. KINCAID
SHERIFF**

Revised: March 2005, January 2006, September 2009, April 2010, July 2014, May 2016, May 2018