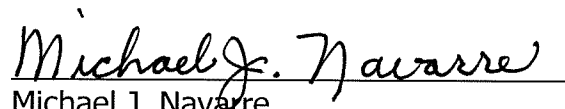


The Lucas County Sheriff's Office is now accepting applications for its Reserve Deputy Program. The Reserve unit will consist of both certified and non-certified deputy sheriffs who will be readily available to assist the Sheriff when called upon for various situations in Lucas County, Ohio.

A copy of the Program description is included with this notice.

If you are interested in becoming a member of the Lucas County Sheriff's Office Reserve Deputy Program, please fill out the Application form and the "Permission for Release of Information" form and email both forms to Sandy Heban, Administrative Assistant to the Sheriff at: Sheban@co.lucas.oh.us


Michael J. Navarre
Lucas County Sheriff

LUCAS COUNTY SHERIFF'S OFFICE

RESERVE DEPUTY PROGRAM

This program will establish a Reserve unit of law enforcement professionals who will be readily available to assist the Sheriff when called upon for various situations in Lucas County.

I. **Purpose**

The Lucas County Sheriff's Office Reserve Deputy Program is an organization formed under the direction of the Sheriff of Lucas County. The intent of the program is to establish a Reserve unit of law enforcement professionals who will be readily available to assist the Sheriff when called upon for various situations in Northwest Ohio. (E.g. major floods, tornadoes, and civil unrest).

II. **Legal**

Appointments to the Lucas County Sheriff's Office Reserve Deputy Program will be made in accordance with the Ohio Revised Code.

III. **Composition**

A. The Sheriff of Lucas County will assign a Deputy, herein referred to as "Liaison", to coordinate the Lucas County Sheriff's Office Reserve Unit. The Sheriff and his Liaison will appoint Coordinators to oversee the Reserve Unit who will be responsible for reporting all Reserve Unit activity to the Liaison. The appointment of Coordinators shall be decided by the Sheriff or his designee.

Membership

B. Membership in the Reserve Deputy Program is open to community-minded citizens of Lucas County, Ohio, who are interested in volunteering time and service to the Lucas County Sheriff's Office. Lucas County residents are given priority consideration for membership in the Reserve Unit. Applicants residing outside of Lucas County will be referred to the Reserve Liaison and the Sheriff for determination of membership.

Members must meet the following requirements:

1. Submit completed Sheriff's Office Reserve Deputy Sheriff application.
2. Possess a high school diploma or GED.
3. Be a minimum of 21 years of age and a maximum age of 70, at the time of application.
4. Pass a physical agility test. <https://www.youtube.com/watch?v=BxVP02xSJa8>

5. Possess a current Ohio Peace Officer Certificate to be considered a Reserve Deputy Sheriff with full Peace Officer authority when appointed by the Sheriff. Those without an OPOTA certification may be considered as Honorable Reserve members.
6. Pass a background and criminal history check.
7. Be of high moral turpitude, i.e. no felony or misdemeanor convictions as prescribed in the Point Scale Assessment of the Lucas County Sheriff's Office hiring process.
8. Be motivated towards serving the public and law enforcement.
9. Possess a valid Ohio driver's license.
10. Be insurable by Lucas County.
11. All OPOTA certified Reserve Deputy Applicants must pass the OPOTA prescribed course for firearm qualifications upon appointment. This requirement will continue annually as indicated in this agency's Use of Force Policy.

The Lucas County Sheriff's Office Reserve Liaison will assemble an interview panel to be approved by the Sheriff or his designee. The panel shall include members of the Lucas County Sheriff's Office and a Coordinator from the Reserve Unit Program. Once a determination is made that the above requirements have been met and interviews are completed, the interview panel will make a membership recommendation to the Reserve Liaison who will move forward in the selection process. All recommendations will be sent through the Lucas County Sheriff's Office chain of command, with final selection approval by the Sheriff or his designee.

The Sheriff has final approval of all memberships.

Member Status

All members will be required to wear the Lucas County Sheriff's Office deputy uniform as prescribed by the Sheriff. The Sheriff may require any or all members to wear a uniform design to distinguish them from full-time deputy sheriffs who are employees of this agency. Honorary members will wear the Sheriff-approved uniform indicating their non-law enforcement status. Each member is responsible for all uniform and equipment costs.

- a. Member serves at the pleasure of the Sheriff.
- b. Member shall fulfill all expectations and requirements of the Reserve Unit as described in the Policies and Procedures, and be current with all OPOTA training requirements, to include firearms qualifications.
- c. Member is permitted to engage in Sheriff-approved secondary employment or projecting opportunities for compensation.

1. **Projecting**

Projects are outside employment opportunities for certified Reserve members with police powers under the authority of the Lucas County Sheriff's Office. These projects must coincide with employment regulations outlined in the Lucas County Sheriff's Office Secondary Employment Policy. No one is permitted to work outside employment without completing a "Projecting Form" and gaining approval of the Sheriff or his designee.

Those members approved to work compensated projects can only do so under an agency approved Project Manager, who is a full-time employee with the Lucas County Sheriff's Office, unless an exception to this requirement has been granted by the Sheriff. The compensated Projects must already be approved by the agency prior to any member engaging in said employment. The Project Manager reserves the right to limit, or remove any member's projecting capacity for any negative performances, which are but not limited to complaints, no shows, or improper conduct by the member. Anyone found in violation of this section may be removed from the Reserve Unit.

The Sheriff has full authority governing any and all decisions regarding Reserve Members projecting. Only a finite number of Reserve deputies as determined by the Sheriff will be authorized to engage in secondary employment.

2. **Equipment**

All duty equipment utilized by Reserve members is solely at the member's cost unless otherwise specified or issued by the Lucas County Sheriff's Office Armorer. All duty belt equipment to include OC, ASP, handcuffs, tasers, and firearms must be approved by the Lucas County Sheriff's Office qualified firearms instructor and armorer. All firearms must comply with all equipment regulations as stated in their specific policies.

C. **Terms and Appointments**

All members of the Reserve Unit serve at the pleasure of the Sheriff and may be dismissed at any time without cause.

Each Reserve Unit member's appointment terminates at the end of the Sheriff's term of office.

D. **Reserve Unit Coordinators**

These positions will be appointed by and serve at the pleasure of the Sheriff.

Coordinators shall serve an undetermined term, with any vacancies being filled based on interest from qualified members and approval of the Sheriff. The Reserve Unit Coordinators shall be responsible for overseeing the daily business of the Reserve Unit and answer directly to the Sheriff, Liaison, or designee.

a. Coordinators Responsibilities

1. The Reserve Coordinators shall lead the Reserve Unit in performing its duties and responsibilities, and shall perform all other duties incident to the office or properly required by the Liaison. Additionally, if present, preside at all meetings of the Reserve Unit.
2. The Coordinator shall provide a report to the Liaison prepared by the Reserve Unit member tasked with overseeing each event. This will include who worked the event, dates, times, as well as what went well and what could be improved upon. The reports are to be submitted to the Liaison within three (3) weeks of the completion of the event.
3. In the absence or disability of one (1) Coordinator, the other shall perform all duties. That Coordinator shall have such other powers and perform such other duties prescribed for them by the Liaison until a replacement is appointed, if needed.
4. Coordinators will also be responsible for collecting all Secondary Employment Projecting request forms. The forms must be given to the Lucas County Sheriff's Office Liaison.

E. Recorder

The Recorder shall be responsible for keeping the records of all Reserve Unit meetings and functions, and shall record all meeting minutes. Additionally, the Recorder will provide support with writings and correspondence. The Recorder serves at the will of the Liaison.

F. Special Committees

The Reserve Unit Directors, with the approval of the Liaison, may designate additional positions within the Reserve Unit and may appoint and assign duties to other members of the Reserve Unit.

IV. Meetings

Meetings are scheduled quarterly at a designated location. The meeting will be chaired by the Liaison or one of the Coordinators. Unless otherwise notified, meetings

are held in accordance with Robert's Rules of Order. A basic meeting agenda will be as follows:

1. Meeting will be called to order
2. Pledge of Allegiance
3. Reading minutes of the previous meeting and approval of same
4. Treasurer's Report of the previous month and approval of same
5. Committee Reports
6. Event Reports
7. Unfinished business

V. **Compensation and Liability**

Members of the Reserve Unit are expected to serve on the Reserve Unit without personal compensation.

All members are covered by Ohio Worker's Compensation and liability insurance provided by Lucas County when actively performing approved Reserve duties.

VI. **Rules and Regulations**

1. **General Orders**

All members of the Reserve Unit are expected to abide by the Ohio Revised Code as well as all rules and regulations, including any additions or modifications that may be made a part of this document.

A copy of the Policies and Procedures shall be made available to all members.

2. **Policies and Procedures**

The Lucas County Sheriff's Office Reserve Unit Policies and Procedures document will govern the operation, responsibilities, and conduct of the members. The Policies and Procedures document will be reviewed on an annual basis. The Rules manual of the Lucas County Sheriff's Office will be in effect for these positions. Additionally, the policies which govern the Lucas County Sheriff's Office Field Operations Section will also be applied to the Reserve Unit. These will include, but are not limited to the following policies:

- Use of Force
- Emergency Vehicle Operation
- Chemical Agents & Intermediate Weapons Regulations
- Uniform Code
- Phonetic Alphabet and Disposition Codes

- Towing of All Motor Vehicle & Disposition of Abandoned Junk Motor Vehicles
- Secondary Employment (or Projecting)

3. **Time Volunteered**

Reserve Unit members may be required to volunteer up to twenty (20) hours per calendar year. Compulsory events are set each year in January by the Reserve Unit Coordinators, and Reserve Unit Members will be notified of the dates of these compulsory events. Members may also be required to participate in a four (4) hour ride-along annually.

LUCAS COUNTY SHERIFF'S OFFICE
RESERVE UNIT APPLICATION

NAME _____ DATE OF BIRTH _____

ADDRESS _____

EMAIL _____

PHONE # _____

Are you currently employed? _____ YES _____ NO

If yes, where? _____

 _____ Full time _____ Part time

List past law enforcement experience:

Briefly state why you want to become a member of the Reserve Unit: _____

If you are accepted to the Reserve Unit, is it your intent to request secondary/projecting work?

 _____ YES _____ NO



**Lucas County Sheriff's Office
Reserve Deputy Sheriff Application**

PERMISSION FOR RELEASE OF INFORMATION FOR BACKGROUND INVESTIGATION

I hereby give my permission to the Lucas County Sheriff's Office, to seek criminal justice information about me in conjunction with my application to become a member of the Reserve Unit. Further, I give my permission for any person within the criminal justice agency, to whom this waiver is directed, to release any and all information and do hereby release such person and/or agency from any and all liability for providing correct information. I recognize the right of the Lucas County Sheriff's Office to treat as confidential sources of information and to withhold the same from me, or my agent.

Date: _____

Reserve Applicant:

Signature: _____ Print Name: _____

Social Security: _____ DOB: _____

Driver's License State: _____ Driver License Number: _____