

AGENDA ITEM # 28

March 18, 1997

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Discuss and take any appropriate action pertaining to issuance of short term Certificates of Obligation.

Judge Doerfler requested the commissioners come to court in two weeks with a listing of monetary needs for their precincts.

No action was taken on this item which will be added to the agenda of April 1, 1997.

AGENDA ITEM # 29

March 18, 1997

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Consider approving request from Sheriff to increase the number of reserve deputies to thirty (30), and approve newly developed reserve officer policies and procedures.

Chief Deputy Sheriff Richard Elliott addressed the court and answered all questions.

Moved: Judge Doerfler

Seconded: Commissioner Boatright

Motion: To approve request from Sheriff to increase the number of reserve deputies to thirty (30), and approve newly developed reserve officer policies and procedures.

Vote: Motion carried 5 - 0

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WILLIAMSON COUNTY SHERIFF'S DEPARTMENT

ED RICHARDS, SHERIFF

508 SOUTH ROCK STREET
GEORGETOWN, TEXAS 78626
PHONE (512) 930-3200

(TAYLOR) 352-7462
(LIBERTY HILL) 259-2634
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MEMORANDUM

To: Honorable Judge John Doerfler
From: Sheriff Ed Richards
Date: March 7, 1997
Re: Reserve Officers

This memo is to request the Commissioners' Court to increase the Sheriff's Department authorized reserve deputies to thirty (30), and to approve our newly developed reserve officer Policies and Procedures.

County Attorney Gene Taylor has reviewed the Policies and has verbally advised that they look okay.

approved 3-18-97
John C. Doerfler

Sincerely,

Ed Richards

Ed Richards, Sheriff
Williamson County, Texas

cc: All Commissioners

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MEMORANDUM

To: Gene Taylor, County Attorney
From: Sheriff Ed Richards
Date: March 6, 1997
Re: Reserve Officers

I plan to go to Commissioners' Court Tuesday March 18, 1997, to request them to authorize an increase in our reserve officers to thirty. At the same time, I plan to present our newly developed reserve officer policies and procedures.

Will you please review these policies to see if you see any problems.

*approved 3-18-97
John C. Doeffer*

Thanks,

Ed Richards

Ed Richards, Sheriff
Williamson Co., Texas

approved 3-19-97
John C. Dauffer

WILLIAMSON COUNTY RESERVE OFFICER PROGRAM

I. THE RESERVE OFFICER PROGRAM

A. PURPOSE

Recognizing the necessity, from time to time, for supplementing the Sheriff's Office force under special need, the Williamson County Sheriff's Office has taken action authorizing a special force of Reserve Deputies. It is the intention of the Sheriff's Office that such Reserve Deputies serve in a volunteer capacity.

The Administration desires that reserve officers be regulated in such a manner as to render better service to the County without causing unnecessary liability or difficulty for the Sheriff's Office, the County, or County residents.

B. ORGANIZATION

The official title of the Reserve Unit is the Williamson County Sheriff's Reserve. The reserves are structured to include the position of Reserve Deputy Sheriff. The position of Reserve Coordinator reports to a designated Supervisor or other designee of the Sheriff.

C. MINIMUM STANDARDS

Qualifications for appointment as a Reserve Deputy are based upon the minimum standards of the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) for Reserve Peace Officers. Applicants shall meet and maintain those standards as set by TCLEOSE.

Additionally, applicants for reserve positions can be screened through a selection procedure conducted for applicants for the position of regular officer. Reserves can be appointed as an inactive reserve as deemed necessary by the Sheriff.

D. INITIAL TRAINING

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Applicants must hold a minimum of a Reserve Certificate following successful completion of an approved Reserve Officer Training Academy as required by the Texas Commission on Law Enforcement Officers Standards and Education.

Reserves must also complete the office orientation, which consists of two (2) hours spent with the Reserve Coordinator going over paperwork and departmental policies, prior to reporting for first duty. Reserves are required to furnish their own weapon and may only carry a weapon which is approved by the Sheriff. Prior to carrying a weapon on duty, all reserves must qualify with their duty weapon with a Williamson County Range Officer. Reserves must qualify as often as full-time peace officer with the maximum time between qualifications being one (1) year.

E. APPOINTMENT

Reserve Deputy applicants meeting the minimum standards of background, physical and mental competence, and training are eligible for appointment. Appointment is made in accordance Section I.C. A Reserve Deputy will be given assessments of his/her performance and may be terminated as a Reserve Deputy if the Sheriff believes it would be in the best interest of the Department. This does not preclude the termination of a Reserve Deputy at any time by the Sheriff.

F. RESERVE DEPUTY RESPONSIBILITIES

While on duty, a Reserve Deputy is subject to direction by:

1. Any licensed, full-time peace officers of the Williamson County Sheriff's Office.
2. The written directives of the Williamson County Sheriff's Office. The use of the words "personnel," "officer," or "employee" are considered to included Reserves in applicable directives.
3. The Code of Conduct and Policies and Procedures which all employees of the Williamson County Sheriff's Office must follow.

G. RESERVE GUIDELINES

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1. Reserves work a minimum of twenty (20) hours per month, but this time may be averaged over a three (3) month period. Any exemptions to this policy must be approved, in advance, on an individual basis by the designated Supervisor and/or the Sheriff of the Williamson County Sheriff's Office.
2. When reporting for duty, the Reserve Deputy shall complete a Reserve Duty Sheet and present it to the on-duty Supervisor, who

will assign the Reserve Deputy a division and a full-time peace officer of the Williamson County Sheriff's Office.

3. A Reserve Deputy can be assigned to work in different divisions of the Williamson County Sheriff's Office. The Reserve Deputy must wear the appropriate uniform of the division to which assigned, in accordance with the Policies and Procedures of the Williamson County Sheriff's Office.
4. A Reserve Deputy is not a member of another emergency response organization if such organization is liable for duty or call in time of local emergency, unless approved in advance by the Sheriff or his designee.
5. A Reserve Deputy for Williamson County Sheriff's Office is not a Reserve Deputy for another law enforcement agency and is not licensed or employed by any other law enforcement agency as a peace officer or corrections officer.
6. A Reserve Deputy shall not drive a county vehicle unless an emergency arises, such as when a full-time peace officer of the Williamson County Sheriff's Office is injured and needs immediate transportation to the hospital.
7. A Reserve Deputy shall purchase their own weapon, ammunition, approved black boots or shoes, approved headgear, and gun belt. Leather and nylon gun belts are acceptable. The Williamson County Sheriff's Office will issue one (1) long sleeve shirt, one (1) short sleeve shirt, one (1) pair of pants, one (1) badge, and one (1) identification card.

A Reserve Deputy is responsible for cleaning, application of patches, and return of all clothing issued.

8. A Reserve Deputy wishing to work more than the minimum twenty (20) hours per month may do so, provided that the Reserve Deputy completes a Reserve Duty Sheet and presents it to the on-duty supervisor.
9. While on duty, the Reserve Deputy position is that of an assistant. At no time, will a Reserve Deputy assume the duty of a lead officer. While on duty, the Reserve Deputy will provide whatever assistance is requested by a full-time peace officer of the Williamson County Sheriff's Office.

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10. A Reserve Deputy, riding with a full-time peace officer of the Williamson County Sheriff's Office, will provide a safety factor for the full-time peace officer at such incidents as civil disturbances, traffic stops, and investigations into suspected criminal activities.

II. ROUTINE ACTIVITIES

Routine activities refer to the day-to-day situations encountered by the Williamson County Sheriff's Office. Such activities include incidents such as traffic stops, civil disturbances, theft reports, and similar events.

III. EMERGENCY ACTIVITIES

- A. Each Reserve Deputy will be expected to respond within a reasonable length of time to an emergency situation that necessitates additional law enforcement personnel. Each Reserve Deputy will be expected to remain at their assignment for a reasonable length of time.
- B. "Reasonable length of time" as used in section II.A. means that such members must be in a position within his/her employment that he/she may respond to a majority of the emergency situations that arise in Williamson County and do so without jeopardizing his/her employment. A Reserve Deputy must be able to spend a minimum of three (3) hours at an emergency assignment without jeopardizing his/her employment.
- C. Persons whose usual occupation, professional, or position in the community which would require them to respond to, or participate in, any type of emergency will not qualify for the position of Reserve Deputy. Examples of such occupations, professions, or positions in the community include, but are not limited to:
 1. Those who handle emergencies - such as a hospital.
 2. Those who are responsible to the City or County government in an emergency.
 3. Wrecker owners and operators.
 4. Insurance adjusters.
- D. All hours spent by the Reserve Deputy in assisting at emergencies will count towards that individual's requirement to log a minimum of twenty (20) hours a month actual Reserve Deputy duty.

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- E. While on emergency activity assignment, the Reserve Deputy has the same authority as when assigned to routine activities.
- F. During an emergency situation, the Sheriff or his designee reserves the right to make any law enforcement function assignment as he deems necessary to assist or complete the mission.

IV. SCHEDULED AND/OR UNSCHEDULED SPECIAL EVENTS

- A. A Reserve Deputy shall serve at scheduled and/or unscheduled special events as assigned.
- B. A Reserve Deputy may be given such traffic control assignments as operating barricades or traffic control devices during road closures.
- C. A Reserve Deputy may be given special event assignments such as parades, Park Patrol, or crowd control.
- D. A Reserve Deputy shall complete all necessary written reports as requested by a superior officer or as the result of an arrest or due to any incident involving the action by that Reserve Deputy. The requirements for a written report is necessary regardless of what type of duty the Reserve Deputy was assigned, routine activities, emergency situations, or scheduled and/or unscheduled special events.
- E. A Reserve Deputy shall appear in court when necessary and called as a witness.
- F. Every attempt shall be made to have the full-time officer make the arrest and write reports in order to keep report writing and court time at a minimum for the Reserve Deputy.
- G. All hours spent by the Reserve Deputy in approved scheduled peace officer training, assisting in routine or emergency activities, participating at scheduled and/or unscheduled special events, or for assigned court appearance shall count as credit toward the required twenty (20) hours per month volunteer time.

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V. CONDUCT

All reserve officers will be guided by the Law Enforcement Code of Ethics and subject to the Williamson County Sheriff's Office Policy and Procedures Manual and Personnel Policy Manual.

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VI. LIMITATIONS OF RESERVE PEACE OFFICER AUTHORITY

- A. A Reserve Deputy, while on an assignment with the Williamson County Sheriff's Office, shall have all the authority of Reserve Peace Officers granted by the Constitution of the United States, the Texas Code of Criminal Procedures, and the Texas Penal Code.
- B. No Reserve Deputy will exercise any authority as a peace officer when such individual is not on a specific assignment with the Williamson County Sheriff's Office.
- C. Authority of a Reserve Deputy as a peace officer begins upon reporting to the duty supervisor and ends at the completion of the assignment issued by such duty supervisor.
- D. A Reserve Deputy will not equip their personal vehicle with any emergency vehicle equipment unless approved by the Sheriff or his designee.
- E. Personal vehicles will not be used to go directly to any incident without the approval of the Reserve Unit Sergeant or duty supervisor.
- F. Personal vehicles will not be used to apprehend traffic law violators.
- G. For the purpose of this entire policy, the word "assignment" is defined to be those activities of a Reserve Deputy as set forth in this policy when such Reserve Deputy has properly notified the duty supervisor or the Reserve Unit Sergeant of their intention to report to the Williamson County Sheriff's Office.

VI. REPORTING TO WORK

- A. A Reserve Deputy will notify the duty supervisor or the Reserve Unit Sergeant each and every time they report to duty.
- B. A Reserve Deputy will contact the duty supervisor, the Reserve Unit Sergeant, or a designated person acting in his absence when reporting to duty. The duty supervisor, Reserve Unit Sergeant, or the designated person acting in his absence will make the assignments as he deems necessary.
- C. A Reserve Deputy will report to duty in full uniform unless otherwise instructed by the Reserve Unit Sergeant or duty supervisor.

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VII. COMPENSATION

A Reserve Deputy for the Williamson County Sheriff's Office will not receive any compensation for his/her volunteer service to the Williamson County Sheriff's Office.

A Reserve Deputy may not work any extra off-duty assignments made available to Williamson County Sheriff's Office full-time peace officers for compensation.

VIII. INSURANCE

A Reserve Deputy will be covered under Texas Worker's Compensation Insurance only while on duty as a Reserve Deputy with the Williamson County Sheriff's Office.

No other insurance benefits provided to Williamson County employees will be given to a Reserve Deputy.

IX. DISMISSAL

- A. A Reserve Deputy may be dismissed from the Reserve Program for violations of the Williamson County Sheriff's Office Policy and Procedures Manual or the Williamson County Sheriff's Office Code of Conduct.
- B. A Reserve Deputy may be dismissed upon the failure to work the minimum twenty (20) hours a month if such failure occurs three (3) months in succession. Members will be excused from the minimum twenty (20) hours requirement under such conditions as prolonged sickness of the member or the member's family, annual vacations, or other similar situations as approved by the Reserve Unit Sergeant.
- C. The Sheriff reserves the right to suspend or dismiss any Reserve Deputy who violates any policy of the Williamson County Sheriff's Office Policy and Procedures Manual or who, in the opinion of the Sheriff, causes or contributes to the disruption of general order and efficiency of the Williamson County Sheriff's Office.
- D. The dismissal order by the Sheriff is final and the Reserve Deputy has no right to an appeal process.

X. GENERAL INFORMATION

The rules and regulations contained herein cannot possibly cover all incidents or situations that arise with a new program. Therefore, the right to add to or delete from this policy remains at the discretion of the Sheriff of Williamson County.

XI. FALSE REPRESENTATION

It is a misdemeanor, punishable by a fine not exceeding Five Hundred Dollars (\$500.00), for any person to wear, carry, or display a Williamson County Sheriff's Office Reserve Deputy identification card or otherwise deceitfully represent himself/herself to be connected with the Williamson County Sheriff's Office unless he/she is in fact a member thereof in good standing.

AGENDA ITEM # 30March 18, 1997*

Consider designating Benefits Administrator Lisa Zirkle as ADA Coordinator for Williamson County.

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To designate Benefits Administrator Lisa Zirkle as ADA Coordinator for Williamson County.

Vote: Motion carried 5 - 0

AGENDA ITEM # 31March 18, 1997*

Consider approving transfer of the following fixed asset from County Auditor to Justice of the Peace #3:

(1) Wood Laminate Desk

A108380/A106888

(1) Left hand return

A106889

Moved: Commissioner Boatright

Seconded: Commissioner Hays

Motion: To approve transfer of the following fixed asset from County Auditor to Justice of the Peace #3:

(1) Wood Laminate Desk

A108380/A106888

(1) Left hand return

A106889

Vote: Motion carried 5 - 0

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