

ORDINANCE NO. 2015-08.

ORDINANCE ESTABLISH POLICE RESERVES

Be it Ordained by the Board of Commissioners of Martin County,

Indiana that:

Section I

There is hereby established, pursuant to I.C. 36-8-3-20 the Martin County Police Reserves, which shall be known as the Martin County Sheriff's Reserve Unit, that was ordained by the Board of Commissioners in the year 2015.

Section II

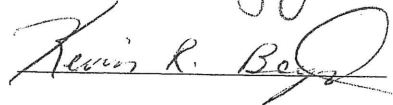
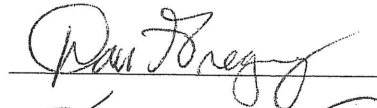
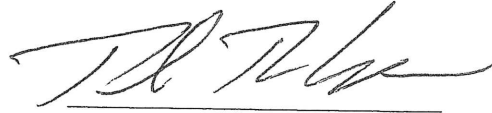
The maximum number of members of said reserve unit shall be
18.

Section III

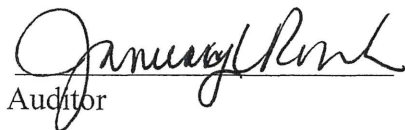
This Ordinance shall be of full force and effect upon its passage and adoption.

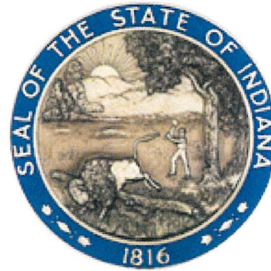
Passed and adopted this 26 day of, May, 2015.

BOARD OF COMMISSIONERS
OF MARTIN COUNTY



Attest:


Auditor



**Martin County Sheriff's Office
Reserve Division**

Supplemental Standard Operating Guidelines

Sheriff J. Travis Roush

Supplemental Standard Operating Guidelines (Reserve Division)

Binding Effect of Reserve specific guidelines

The Reserve Commander shall have the authority to make any amendment to or repeal existing S.O.G.'s with approval of the Sheriff. The S.O.G.'s shall remain in full force and effect until amended or repealed, unless extenuating or emergency circumstances necessitate a change.

Any amendment to the S.O.G.'s shall be communicated to all Reserve Deputies. Any Reserve S.O.G. found to be in direct conflict with the Sheriff Office S.O.G.'s (Standard Operating Guidelines) shall be superseded by same. It is however stated a S.O.G. may deviate from the Sheriff Office S.O.G.'s to accommodate the Reserve Officers given this is a voluntary position.

I. Purpose of the Police Reserves

Reserves shall have all the powers and duties of regular members of the Sheriff Office. The members of the Sheriff Reserve serve at the pleasure of the Sheriff and shall be subject to discharge without a hearing.

Members of the Sheriff's Office Reserve Division shall be subordinate to all Merit Deputies, regardless of the Reserves status within the division and shall obey any lawful order given by sworn Merit Deputies and Reserve Division Command structure. All rules, regulations and S.O.G.'s (Standard Operating Guidelines) of the Martin County Sheriff's Office, including additional Reserve specific S.O.G.'s, shall govern members of the Reserve Division.

IC36-8-3-20

Police reserve officers

- Sec. 20. (a) This section applies to counties and towns as well as cities.
- (b) A unit may provide by ordinance for any number of police reserve officers.
- (c) Police reserve officers shall be appointed by the same authority that appoints regular members of the department.
- (d) Police reserve officers may be designated by another name specified by ordinance.
- (e) Police reserve officers may not be members of the regular police department but have all of the same police powers as regular members, except as limited by the rules of the department. Each department may adopt rules to limit the authority of police reserve officers.
- (f) To the extent that money is appropriated for a purpose listed in this subsection, police reserve officers may receive any of the following:
- (1) A uniform allowance.
 - (2) Compensation for time lost from other employment because of court appearances.
 - (3) Insurance for life, accident, and sickness coverage.
- (g) Police reserve officers are not eligible to participate in any pension program provided for regular members of the department.
- (h) A police reserve officer may not be appointed until he has completed the training and probationary period specified by rules of the department.
- (i) A police reserve officer appointed by the department after June 30, 1993, may not:
- (1) make an arrest;
 - (2) conduct a search or a seizure of a person or property; or
 - (3) carry a firearm; unless the police reserve officer successfully completes a pre-basic course under IC 5-2-1-9(f).
- (j) A police reserve officer may be covered by the medical treatment and burial expense provisions of the worker's compensation law (IC 22-3-2 through IC 22-3-6) and the worker's occupational diseases law (IC 22-3-7). If compensability of the injury is an issue, the administrative procedures of IC 22-3-2 through IC 22-3-6 and IC 22-3-7 shall be used to determine the issue.

INDIANA CODES OF INTEREST:

IC 20-12-19.5-1, IC 5-10-10-2, IC 5-10-10-4, IC 5-10-10-6

MISSION STATEMENT:

The Martin County Sheriff's Office Reserve Division shall enforce the laws of the State of Indiana, safeguard life and property, prevent and detect crime, preserve the peace, protect the rights of all citizens and strive to enhance the quality of life in our community. We will uphold the public trust by being honest and maintaining the highest standards of ethical and moral character. We will treat every citizen and visitor with fairness, integrity, respect, and compassion without discrimination of any kind.

II. Qualifications and Training for Reserve Deputies

Minimum Requirements

1. Be a citizen of the United States
2. Be at least 21 years of age
3. Have a high school diploma or G.E.D.
Preference may be given for course work in the criminal justice-related field and military service.
4. Be a resident of Martin County, Indiana or adjacent Indiana County.
5. Have eyesight correctable to 20/20
6. Cannot have any Felony, Battery misdemeanor or Domestic Violence conviction
7. Pass a written entry-level examination
8. Pass physical examination / agility testing
9. Submit to drug screening, psychological testing and a Polygraph/Voice Stress Analysis
10. Possess a valid driver's license from the State of Indiana
11. Submit to being fingerprinted
12. Submit to a character and background investigation, which includes but is not limited to:
 - your credit rating
 - your previous and current employment
 - your driving record
 - any criminal records
 - interviews conducted with family members and/or friends
13. May be required to appear for an oral interview held by Reserve Board members
14. Pass an Indiana State accredited Police Academy course held at the Martin County Sheriff's Office or other location as required over a period of several months
15. Successfully complete post academy field training
16. Work a minimum number of hours each month as determined by the Reserve Command Structure to keep an active status and be available for special events as needed
17. Purchase your own equipment other than what is provided by the Sheriff Office

III. Structure and Organization within the Reserves

As per Martin County Ordinance , the maximum number of members of the Reserve Unit shall be authorized and established by the Martin County Sheriff to fit the Department's manpower and staffing needs.

Sheriff Office Chain of Command

Sheriff
Chief Deputy
Major
Captain
Sergeant
Corporal

Merit Deputies
Reserves

Reserve Chain of Command

Sheriff
Chief Deputy
Reserve Division Commander
Reserves

The Martin County Sheriff's Office Reserve Division has been serving the community of Martin County, Indiana since 2015. It is comprised of volunteers who are sworn officers empowered by the Sheriff of Martin County to help preserve law and order in the county.

Reserve Division personnel have full Police powers throughout the state of Indiana under the authority of the Martin County Sheriff. The Reserve Division also has a division of Community Service Volunteers having limited Police Powers.

- A. Any position awarded in the Reserve Division carries no authority to provide direction to the Merit Deputies within the MCSO. The highest position, is subordinate to the lowest rank of the regular MCSO Deputies.
- B. The Reserve Division shall be headed up by a Reserve Commander who shall be appointed by the Sheriff.
- C. The Reserve Commander shall make promotions upon concurrence of the Sheriff. The basic requirement for appointment to any position shall be experience in Law Enforcement, years of service, dedication to the Sheriff Office and a desire to take on additional responsibilities within the MCSO Reserve Division. Consideration for promotion shall be based on a candidate's overall performance of duty, ability to direct the action of others, disciplinary record, recommendations by his or her immediate supervisor, length of service as a Reserve and the number of hours he or she has worked. All appointments carry a 6 month probationary period.
- D. The Martin County Sheriff Office shall provide to those working road duty, department vehicle, shoulder patches and radio equipment. All Reserves will be required to purchase, initially, their own weapon, uniforms and duty gear. Replacement of items worn or damaged while on duty shall be subject to replacement approval from the Sheriff.
- E. **Reserve Deputies will not be compensated for normal training and patrol time, but may be compensated by working for a 3rd party, such as weddings, sporting events, special events, etc... but only if currently a Class "A" road unit and the event approved by the Sheriff.**
- F. While on duty as a Reserve Deputy, each individual will be covered by Martin County Sheriff Office Workers Compensation Insurance for work related injuries and under the Counties liability policy, as long as they are acting within the scope and responsibility of their position.
- G. Reserve Deputies are volunteer personnel and may be dismissed at will. Reserve Deputies must meet the same basic appointment requirements as Merit Deputies and utilize the Reserve Division Chain of Command.
- H. No Martin County Employee may be a member of the Martin County Reserve Division while being employed as such.
- I. Community Service Volunteer program shall be supervised by the Reserve Division and follow the Reserve Chain of Command.

1) Community Service Volunteers' shall have limited Police Powers – no arrest powers

- a) Duties include but are not limited to traffic control at the 4H fair, festivals, parades, symphony and bike runs that occur throughout the year. Additionally they can assist with maintaining the sex offender registry and address verification, school functions, crime watch, natural disasters, and any other duties as assigned by the Sheriff.

J. Maintain status as a Martin County resident while a Reserve unless authorized by the Sheriff.

IV. Responsibilities, Conduct of Reserve Officers and other issues

Conduct of a Reserve Deputy must not bring undue criticism to the Reserve Division or to the Martin County Sheriff Office. Such conduct applies both on and off duty to include the following:

1. Each Reserve Deputy shall comply with the directives, rules of conduct, and all S.O.G.'s issued by the Martin County Sheriff Office and the Martin County Reserve Division.
2. The office of the Reserve Deputy shall not be used for personal gain or favor.
3. A Reserve Deputy shall not work in any capacity of law enforcement as secondary employment without approval of the Reserve Commander, Chief Deputy or Sheriff. All such secondary employment must be consistent with Sheriff Office policy.
4. All public speeches and appearances by a Reserve Deputy in his capacity as a Reserve, shall be approved in advance by the Reserve Commander prior to the presentation of the speech or public appearance.
5. Each Reserve Deputy shall comply with the provisions of the Indiana State Statutes and Sheriff Office policy concerning the carrying of concealed firearms.
6. A Reserve Deputy may not be employed as a Reserve for another law enforcement agency while he or she is serving as a Reserve Deputy for the Martin County Sheriff Office.
7. All Reserve Deputies are subject to emergency call up, and the performance of such police duties as may be assigned them.
8. Any Reserve Deputy desiring a "leave of absence" shall submit a written request to the Reserve Commander. The Reserve Commander shall review each request and authorize or deny accordingly. The maximum leave period is 3 months in any 12-month period. Any Reserve returning from a leave of absence, may be subject to additional training and patrol time before they will be granted full status at the class level they had attained prior to the leave. Exceptions may be made for obligations to national security.
9. Uniforms shall be maintained in a clean manner and replaced once they are deemed as unacceptable. Boots while not needing to be spit shined shall at minimum be polished to a point that is presentable to the public. Duty belt leather shall be maintained and be replaced or re-dyed as needed.
10. It is expected for your safety that an inventory and inspection of the vehicle occur prior to your shift to include the completion of a Vehicle Inspection / Inventory Checklist.
11. It is expected that attendance will be 100% for meetings deemed to be mandatory. Any training that is

missed becomes the responsibility of the Reserve Officer to schedule with the appropriate trainer.

12. The monthly Merit road coverage schedule shall be reviewed at each monthly meeting for the purpose of filling slots which need coverage.
13. If necessary the Martin County Court House Court schedule shall be reviewed at each monthly meeting for the purpose of filling slots which need coverage.
14. It shall be the policy of the Reserve Division that once issued or obtained, they wear a protective vest while performing Sheriff Office activities to include patrol, fairs, parades, festivals etc...
15. Ride along policy:
 - a) Civilian riders must be at least 18 years of age
 - b) A Sheriff Office "ride along application form" must be filled out and approved to ride along.
 - c) Civilian riders must remain in the car unless specifically requested to exit by a Deputy or in an emergency situation
 - d) Deputies are required to explain to riders how to call for help via radio in an emergency situation
 - e) Civilians are prohibited from carrying a firearm unless ALL of the following requirements are met:
 - 1) they hold a valid Indiana Concealed Carry Permit
 - 2) weapon must remain concealed at all times
 - 3) deputy they are riding with must be made aware of the firearm and agrees to allow the rider to carry it
 - 4) deputy must be made aware of the type of weapon being carried and its location on the riders person
 - 5) ride alongs are a privilege, not a right and can be terminated without reason at any time, by the deputy they are riding with, Reserve Commander or any Merit Deputy.
 - f) No Reserve who is in their post class "A" probationary period of 12 months may have a non-Law Enforcement rider other than transport situations.

V. Required Hours for Reserve Officers and responsibilities

1. Each Class "B" and "A" Reserve shall devote a minimum of 15 hours per month to the Reserve Division. This 15 hour minimum does not relieve the Reserve Officer from working special assignments. Each Class "C" Reserve shall devote a minimum of 12 hours per month to the reserve division. This 12 hour minimum does not relieve the Reserve Officer from working special assignments. Class "D" Reserves are required to ride along with a Merit Deputy for at least 10 hours per calendar month. Additionally paid details DO NOT count toward the minimum hour monthly total for each reserve class.
2. Any Reserve Deputy who fails to fulfill their minimum monthly patrol hours is subject to disciplinary action.
3. All Reserve Deputies are required to follow the Reserve Chain of Command for all matters.
4. Each Reserve Deputy shall notify the Martin County Sheriff Office Administration Assistant and his/her Reserve Commander of any change in his/her address or telephone number within 72 hours after such change becomes effective.
5. Each member of the Reserve Division shall attempt to carry his/her identification card and/or badge at all times. Any Reserve Deputy whose identification card and/or badge is lost or stolen shall report it to the Reserve Commander, within 24 hours after such loss or theft is discovered.
7. Any Reserve who has received disciplinary action (something more than a verbal warning), may not

work any paid detail for 30 days following any such action.

10. Reserves are required to work at the annual 4H Fair at least 2 (two) hours.

VI. Pool Cars

Officer responsibilities

1. So long as a sufficient supply of readily available cars is dedicated to the Reserve Division, the rotating pool car policy can be implemented at the direction of the Reserve Commander.
2. The practical purpose for this Pool Car policy is to establish more visibility within our communities and to provide a more rapid response in the case of an Emergency.
3. Pool Cars are (other than when being used for Sheriff Office purposes) available to qualified members of the Reserve Division for patrol or any other MCSO activity.
4. Any member of the MCSO may contact the person in control of a Pool Car to schedule time for usage and/or to request immediate usage of the vehicle. Those persons wanting to use a Pool Car for duty time are required to pick the vehicle up from the address of the person responsible for the vehicle.
5. Pool Cars are to be maintained in a ready state for usage at all times.
6. When possible persons in primary control of a Pool Car, not being used by another member of the Reserve Division, are to respond to Emergency and CALL-OUT situations in a timely manner not to exceed 30 minutes in the event that additional assistance is requested.
7. The policy determining who retains a Pool Car and the frequency, shall be set by the Reserve Commander
8. For whatever reason the Pool Cars will be returned to the lot as per direction of the Reserve Commander.
9. Vehicles are to be returned to the place of pick up and clear of interior debris and all radios and other electronic equipment turned off. If there are issues with the equipment leave either a vehicle repair sheet with the chief so the issue can be addressed.
10. Those persons in primary control of a Pool Car must establish a process by which someone can obtain the vehicle from their residence and return the vehicle/keys without jeopardizing control even though you are not present.
13. Pool cars are to remain within Martin County, unless used for Law Enforcement related activities or as authorized by the Sheriff, Chief Deputy or Reserve Commander.
14. Pool car maintenance and upkeep is the responsibility of every Reserve Officer but the primary responsibility falls upon the person in primary control of the vehicle.
15. It shall be unacceptable for a pool car to be operated in such a condition that it appears excessively dirty or in poor repair.
17. If a vehicle is taken out of service for any reason, send a page explaining the cause to the Sheriff.
18. It is the responsibility of all Reserves to insure and replace items contained within the vehicles to include police related documents, blank paper, P.B.T. tubes, etc... If you can not locate a specific item, notify your Reserve Commander.
19. Pool cars shall be returned at the end of your shift with no less than $\frac{3}{4}$ of a tank of fuel.
20. No vehicle in need of repair or service should be left outside a commercial establishment if at all possible. Make every attempt to insure that the establishment has agreed to place the vehicle inside a secure facility during closed hours.

In the event that the establishment has not agreed to secure the vehicle within their facility, the following items shall be removed:

Shotgun
Computer
Digital Camera
Taser
Any other firearm
P.B.T. and/or Alco-Sensor
Any other significant item deemed at risk

When considering the security of the vehicle consider things such as: lighting conditions, recent criminal activity in the area or any other reason which raises concern.

Vehicles are not expected or required to be secured inside during times other than listed above (other than normal locked vehicle doors).

VII. Departmental Transfers

Persons wanting to transfer to the Martin County Sheriff's Office must be current on required training, fill out a Reserve Application (meet all current requirements), and be in good standing with their current or former department. A letter from your current and/or former Law Enforcement department heads will be required as well as all training records and disciplinary issues. All members of the Sheriff's Office will be contacted to voice their opinion on this transfer.

VIII. Classifications

The Martin County Reserve Division is divided into six classifications.

Recruit

Requirements

- 1 - After completion of the application and selection process, a Reserve will be a "recruit" and will remain at this level until advanced to another classification, resigns, or is terminated.
- 2 - Accepted for entry into the Martin County Law Enforcement Academy

Duties and Responsibilities

- 1 - May ride along with either a Merit or Class A Reserve
- 2 - Not authorized to carry a firearm while riding along unless personal gun permit is acquired
- 3 - Not authorized to wear anything that might associate you with possibly being a Deputy or involvement in Law Enforcement in any capacity
- 4 - No Sheriff Office I.D.

Class D Reserve

Requirements

- 1 - Complete the 40 hour pre-basic, defensive tactics and firearms training
- 2 - Must have 100 hours as ride-along
- 3 - Must have 20 hours in jailer capacity
- 4 - Must have 20 hours in dispatcher capacity
- 5 - Must have at least 5 court transports

6 – Must complete the Martin County Justice System Checklist

Class "D" – is defined as a reserve officer appointed by the Sheriff with specific functions serving part-time.

Duties and Responsibilities

- 1 - Minimum 120 hours ride along time with a Merit Deputy per calendar year
- 2 - Not authorized to operate Sheriff Office vehicles without supervisor approval
- 3 - Authorized to carry a firearm
- 4 - May wear a uniform only as authorized by the Sheriff
- 5 - Sheriff Office I.D.
- 6 - Police powers as specified by the Sheriff
- 7- Maintain yearly I.L.E.A. training requirements
- 8 - No arrest or search powers
- 9 – Serve civil papers under supervision
- 10 – May not work paid details

Class C Reserve

Requirements

- 1 – Must have 5 months time-in-service as a Class D
- 2 – Must have 100 hours as ride-along as Class D

Class "C" – is defined as a reserve officer with no law enforcement authority to make an arrest, serving part-time and with no compensation. This level of certification requires the reserve officer to be in the direct supervision of Merit Deputy or Class "A" Reserve while he/she completes his/her academy training. Independent enforcement actions are not a part of this level of certification.

Duties and Responsibilities

- 1 – No Arrest or Search powers
- 2 – Maintain 144 hours ride-along during calendar year
- 3 – May serve civil papers on their own
- 4 - Must be with either a Merit or Class A Reserve while on duty unless authorized by Sheriff
- 5 - Not authorized to operate Sheriff Office vehicles without authorized approval
- 6 - May not work paid details

Class B Reserve

Requirements

- 1 – Must have 100 hours ride-along as Class C
- 2 – Must have 4 months time-in-service as Class C

Class "B" – This officer is certified to perform in limited independent patrol status.

Duties and Responsibilities

- 1 – No arrest or search powers
- 2 - May engage in special solo vehicle patrol duties as directed by the Sheriff
- 3 - Must have a Merit Deputy or Class A within a 5 minute response time to conduct a traffic stop
- 4 - Not authorized to operate Sheriff Office vehicles without supervision or authorized approval
- 5 - Has been granted limited Police powers by the Sheriff
- 6 – Maintain 180 ride-along time per calendar year

Class A Reserve

Requirements

- 1 – Must have 100 hours as a ride-along as Class B
- 2 – Must have 3 months time-in-service as Class B

Class "A" – is defined as a reserve officer with full law enforcement certification, serving part-time and with no compensation. The officer is in good standing and is certified to perform in an independent patrol status. He/she is tasked with assisting the regular deputies in the delivery of law enforcement services and has the same authority and discretion as a full-time, sworn deputy. He/she has full arrest powers, search powers, authority to carry a firearm, and requires no direct supervision from regular deputies.

Duties and Responsibilities

- 1 - Assume all authority and responsibility while on duty
- 2 - Assigned duties of any kind, independent of direct supervision
- 3 - Authorized to operate Sheriff Office vehicles as a Solo patrol
- 4 - Continue to maintain required monthly hours and complete all training as required.
- 5 - Assist in training other Reserve Deputies
- 6 - NO non-Law Enforcement personnel to ride along for 12 months following release to Class "A" status (other than transport situations)
- 7 - Maintain yearly I.L.E.A. training requirements

Community Service Volunteer

Requirements

- 1 – Completion of Martin County Criminal Justice Orientation

Community Service Volunteer – is a designation for personnel involved in the reserve program who are not commissioned officers. They are armed or unarmed (personal permit to carry required) and normally perform duties that can be conducted by a non-commissioned officer.

Duties and Responsibilities

- 1 - Duties include but are not limited to traffic control at the 4H fair, festivals, parades, symphony and bike runs that occur throughout the year. Additionally they can assist with maintaining the sex offender registry and address verification, school functions, crime watch, natural disasters, and any other duties as assigned by the Sheriff.
- 2 – No Police powers