



Lake County Sheriff's Reserve Deputy Unit

Homeland Security Detail Proposal Volunteer Support to the Lake County Sheriff's Office

Submitted by:
Command & Staff of the Lake County Sheriff's Reserve Deputy Unit

Executive Summary

It is proposed that members of the Lake County Sheriff's Reserve Deputy Unit be used to assist the Lake County Sheriff's Office in an expanded role of Homeland Security. These Reserve Deputies (RDs) would be used to patrol specially identified areas as trained observers. These patrols would be conducted on evenings and weekends. The RDs primary responsibility is to immediately report any suspicious activities or emergencies to the Lake County Sheriff's Office.

Introduction

Since the events of September 11, 2001, emphasis on homeland security have become of primary concern. President George W. Bush has said, "The need for homeland security is tied to our enduring vulnerability. Terrorists wish to attack us and exploit our vulnerabilities because of the freedoms we hold dear."¹ With the duties and responsibilities of the Sheriff's Office ever expanding, there are less full-time resources to perform those tasks. Volunteerism is at an all-time high, but is not something new to the Lake County Sheriff's Office.

Background Information

A vulnerability assessment has been done in Lake County and a number of Critical Infrastructure Facilities (CIFs) and key assets were identified. The USA PATRIOT Act defines critical infrastructure as those "systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters."² Key assets are "...individual targets whose destruction would not endanger vital systems, but could create local disaster or profoundly damage our Nation's morale or confidence...also include individual or localized facilities that deserve special protection because of their destructive potential or their value to the local community."³

Though impractical to provide 24-hour security to all the CIFs and key assets in Lake County, an increased awareness level is warranted. During the course of their normal duties and patrols, Lake County Deputy Sheriffs can provide some of this increased awareness. Using RDs as an augmentation can help increase that level.

Reserve Deputy Homeland Security Detail

The Homeland Security Detail (HSD) basically would entail an RD patrolling various CIFs and key assets within Lake County. Initially, these patrols would be conducted on a Saturday or Sunday morning (a four hour shift) and a different weeknight each week (a three hour shift). This is seven hours of patrolling per week, at least 28 hours per month.

¹ Office of Homeland Security, *National Strategy for Homeland Security*, July 2002. Letter from the President of the United States, July 16, 2002.

² Office of Homeland Security, *National Strategy for Homeland Security*, July 2002. "Protecting Critical Infrastructures and Key Assets", page 29.

³ Office of Homeland Security, *National Strategy for Homeland Security*, July 2002. "Protecting Critical Infrastructures and Key Assets", page 30.

The weekend days and weeknights chosen, though pre-arranged through operational planning, would be in a random order as not to set a pattern. The CIFs and key assets would also be checked in a random order and not be a set patrol route. This is in keeping with good operational security practices.

A detail log of the times and sites visited would be kept by the RD and turned into the Squad Leader (Lieutenant) who is the Officer In Charge (OIC) for the detail for the month. Also, the RD would be responsible for any other reporting as outlined in the Sheriff's General Orders or the RD Unit's Policies and Procedures. This would include, but is not limited to, Incident Reports, Supplemental Reports, RD Detail Hour Sheets, etc. These additional reports would be submitted in a timely manner as directed by the appropriate rules/regulations.

At the end of the month, the OIC would turn in all the detail logs through the appropriate chain of command to the RD Unit Commander. The RD Unit Commander in turn would forward the reports to the appropriate personnel in the Sheriff's Office.

Reserve Deputy Homeland Security Detail Responsibilities

An RD's primary responsibilities would be:

- Patrol identified CIFs and key assets
- Immediately report any suspicious activities or emergencies to the Lake County Sheriff's Office (Lake County Radio Dispatch)
- Not to take any other actions unless directed to by a regular Command Officer (e.g. Shift Commander), via radio or in person, or by a regular Deputy on the scene. The actions that may be required include:
 - Further monitoring of the situation
 - Providing further reports to the Lake County Sheriff's Office (e.g. via radio)
 - Traffic control
 - Crowd control
- Complete the appropriate paperwork (Detail Log, Supplemental Reports, Activity Reports, etc.)

An RD's secondary responsibilities would be:

- Provide motorist assists (check on occupants, notify Lake County Radio Dispatch) encountered during patrol.
- Respond to other emergencies as directed by a regular Command Officer (Lake County Radio Dispatch) until relieved by a regular Deputy or other RDs:
 - Traffic control (at accidents, power lines down, etc.)
 - Crowd control
 - Provide other assistance (as deemed necessary by a regular Command Officer)

What Additional/Refresher Training Do Reserve Deputies Need

RDs go through a minimum of 100 hours of training. After which they are on probation and gain further on-the-job experience for one year. Given the fact that RDs do not practice their law enforcement skills daily, refresher and update training may be necessary in some of the subjects.

- Radio Communications
- Report Writing
- Observation Skills
- Appropriate Responses to Observed Activities

This would be an in-house conducted refresher course requiring four to eight hours of training.

Benefits Of This Program

- More “coverage” of CIFs and key assets
- An increased law enforcement presence to the community
- An increased law enforcement presence to would be wrongdoers
- The Sheriff’s Office will have additional specially trained personnel to assist in crisis situations

Pros And Cons

Pros	Cons
<ul style="list-style-type: none">• RDs already have a majority of the training necessary• RDs have experience in dealing with the public• RDs are familiar with the LCSO and Lake County (personnel, geography, etc.)• RDs are cost effective to the Sheriff’s Office• RDs are available on weeknights and weekends• The detail is an incentive for RDs to do something more than they are already allowed to do	<ul style="list-style-type: none">• They are volunteers that cannot be “forced” to work• Generally are not available on weekdays• If overused, can cause volunteer “burn-out”• To get maximum participation, a number of details RDs may normally do in the course of a year would need to be turned down

Summary

This program can provide the county with additional Homeland Security support. It would be at little cost and allowing the members of the Reserve Deputy Unit to perform duties above and beyond what is currently allowed. The number of hours and days patrolled can be adjusted in the future based on participation, individual availability, and the RD Unit schedule of regular duties.

Conclusion

This proposal is a win-win for all those involved:

- Sheriff provides additional Homeland Security functions
- Deputies can focus on other law enforcement and crime prevention responsibilities
- Reserve Deputies have an opportunity to do more in the area of law enforcement
- Citizens of Lake County get the level of law enforcement they expect and deserve

References

United States Office of Homeland Security, *National Strategy for Homeland Security*, July 2002

Office of Homeland Security, Illinois Terrorism Task Force, *Community Guidelines For Developing A Spontaneous Volunteer Plan*

Office of Homeland Security, Illinois Terrorism Task Force, *County And Municipal Government Guidelines For Implementation Of The State Of Illinois Homeland Security Advisory System*, Revised Date: 8/28/2002

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2003



OIC – Lt Kehrer
Squad – Orange



Homeland Security Detail Standard Operating Procedure

Draft

General

The Officer In Charge (OIC) of the Homeland Security Detail (HSD) is the Squad Leader. Each Squad Leader is assigned a month and is the OIC for the entire month. The responsibility can only be delegated to a subordinate Team Leader, of the same Squad, if the Squad Leader is incapacitated or unavailable (e.g. out of town on civilian employer business). The Unit Commander must be notified if a Team Leader will temporarily assume the duties.

The eligible RDs for the detail are to be from the Squad assigned for the month. The detail consists of a one RD and a squad car. The RD is to patrol assigned areas, Critical Infrastructure Facilities (CIFs) and key assets in the car and immediately report problems or suspicious activities in and around those areas.

OIC (Squad Leader) Responsibilities:

- Recruit and manage individuals for this detail from their Squad (as you would do for any assigned detail).
- NOTE: Every attempt should be made to staff this detail with the assigned OIC's Squad members for the entire month.
- Weekend shift is 8:00 AM to 12:00 PM (4 hours) and weeknight is 7:00 PM to 10:00 PM (3 hours). There is one Saturday or Sunday and one weeknight shift each week.
- Ensure RDs are briefed and have read this SOP.
- Handle situations as necessary (e.g. replacements, reports up through the chain, etc.).
- Follow-up with RD.
- Collect, review and sign HSD Logs and turn in to Unit Commander at the end of the month
- Inform the chain of command of any incidents or items of interest as soon as possible. If of an emergency nature, report as required by Sheriff's General Order or Unit Policy & Procedures.

RD Primary Responsibilities:

- Patrol identified CIFs and key assets.
- Immediately report any suspicious activities or emergencies to the Lake County Sheriff's Office (Lake County Radio Dispatch).
- Not to take any other actions unless directed to by a regular Command Officer (e.g. Shift Commander), via radio or in person, or by a regular Deputy on the scene. The actions that may be required include:
 - Further monitoring of the situation.

- Providing further reports to the Lake County Sheriff's Office (e.g. via radio).
- Traffic control
- Crowd control
- Complete the appropriate paperwork (HSD Log, Supplemental Reports, Activity Reports, RD Hours Sheet, etc.).

RD Secondary Responsibilities:

- Provide motorist assists (check on occupants, notify Lake County Radio Dispatch) encountered during patrol.
- Respond to other emergencies as directed by a regular Command Officer (Lake County Radio Dispatch) until relieved by a regular Deputy or other RDs:
 - Traffic control (at accidents, power lines down, etc.)
 - Crowd control
- Provide other assistance (as deemed necessary by a regular Command Officer)

Conducting the Detail:

1. RD arrives at EOC in time to pick-up, and check out, the assigned squad car and portable radio prior to start of shift.
2. RD informs Dispatch that they are 10-41 for special Homeland Security Detail.
3. RD puts starting mileage on HSD Log.
4. RD patrols the assigned CIFs and key assets in a random order. Each to be patrolled multiple times if time allows, but all must be patrolled at least once.
5. RD makes notation on the HSD Log of each CIF and key asset patrolled and the time of the patrol.
6. RD reports any trouble, problems or suspicious activities to Dispatch and awaits further orders.
7. RD returns to EOC at end of shift and informs Dispatch by going 10-42 and giving proper codes.
8. RD completes HSD Log, Hours Sheet and any other required reports/paperwork. The HSD Log is to be put in the Squad Leaders mail slot at the EOC.
9. RD Informs the chain of command of any incidents or items of interest as soon as possible. If of an emergency nature, report as required by Sheriff's General Order or Unit Policy & Procedures.

Homeland Security Detail Hour Credit

- The hours worked are counted as "Detail Hours" towards the annual requirement.
- The RD is credited for the actual hours worked and one hour travel time.
 - Weeknight: 3 hour shift + 1 hour travel = 4 hours
 - Weekend: 4 hour shift + 1 hour travel = 5 hours
- Hour credit greater than listed above must be supported by other documentation submitted (e.g. HSD Log showing site visits took longer than expected, Supplemental/Incident Reports showing other activities performed while on patrol, etc.)

Draft

**HSD Log 04/03**

Notes: Motorist Assist – 1993 Ford Tempo UD71730 – Occupants were OK but needed a tow (flat tire, no spare). Informed Dispatch and towing company was called.

Example

RD Signature:

Date:

OIC Signature:

Date: