

**LAKE COUNTY SHERIFF'S**

**RESERVE DEPUTY UNIT**



# Operations Guidelines 2003

# **Mission Statement**

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Lake County Sheriff  
Emergency Management Agency  
Reserve Deputy Unit

TO PROMOTE EXCELLENCE IN SERVICE,  
WHILE ENHANCING AND PROVIDING FOR A  
GREATER LEVEL OF PUBLIC SAFETY.

TO PROMOTE A PROFESSIONAL IMAGE,  
WHILE ASSISTING THE GENERAL PUBLIC AS  
WELL AS OTHER AGENCIES.

TO EXECUTE THE ASSIGNED DUTIES OF THE  
OFFICE OF THE SHERIFF WITH THE HIGHEST  
LEVEL OF PRIDE AND AWARENESS.

Approved

Gary Del Re  
Sheriff

# Table of Contents

## Chapter 1: INTRODUCTION

1.1.1 Authority .....	1 - 1
1.1.2 Board Of Officers .....	1 - 1
1.1.3 Coordination With Department .....	1 - 1
1.1.4 Responding To Department Request .....	1 - 2
1.1.5 Responding On Duty (Department Vehicle) .....	1 - 2
1.1.6 Responding On Duty (Personal Vehicle) .....	1 - 2

## Chapter 2: GENERAL INFORMATION

1.2.1 Who Qualifies .....	2 - 1
1.2.2 Probationary Membership .....	2 - 1
1.2.3 Internal Structure .....	2 - 2
1.2.4 Reserve Deputy .....	2 - 2

## Chapter 3: TRAINING AND ELIGIBILITY REQUIREMENTS

1.3.1 Applicants .....	3 - 1
1.3.2 Recruit Acceptance .....	3 - 1
1.3.3 Probationary Appointment .....	3 - 1
1.3.4 Completion Of Probation .....	3 - 2
1.3.5 Conflicts Of Interest .....	3 - 2

## Chapter 4: RECRUIT BASIC TRAINING COURSE

1.4.1 Classroom Training .....	4 - 1
--------------------------------	-------

## Chapter 5: CHAIN OF COMMAND

1.5.1 General .....	5 - 1
1.5.2 Commander's Open Door Policy .....	5 - 1
1.5.3 Department Liaison Officer .....	5 - 1
1.5.4 Commander (Full-time, Sworn Deputy) .....	5 - 2
1.5.5 Chief of Reserves (Chief) .....	5 - 2
1.5.6 Deputy Chief of Operations (Deputy Chief) .....	5 - 3
1.5.7 Squad Leaders (Lieutenant) .....	5 - 4
1.5.8 Team Leader (Sergeant) .....	5 - 4
1.5.9 Deputy Chief of Training (Deputy Chief) .....	5 - 5
1.5.10 Assistant Training Officer .....	5 - 5
1.5.11 Communications Officer .....	5 - 6

1.5.12 Quartermaster .....	5 - 6
1.5.13 Assistant Quartermaster .....	5 - 7
1.5.14 Transportation Officer .....	5 - 7
1.5.15 Assistant Transportation Officer .....	5 - 7
1.5.16 Unit Secretary .....	5 - 8
1.5.17 Medical Officer .....	5 - 8
1.5.18 Public Information Officer .....	5 - 9
1.5.19 Organizational Chart .....	5 - 9

## **Chapter 6: BOARD OF OFFICERS**

1.6.1 Purpose .....	6 - 1
1.6.2 Composition .....	6 - 1
1.6.3 Chairman .....	6 - 1

## **Chapter 7: DISCIPLINARY REVIEW BOARD (DRB)**

1.7.1 Purpose .....	7 - 1
1.7.2 Composition .....	7 - 1
1.7.3 Chairman .....	7 - 2
1.7.4 Advisors .....	7 - 2
1.7.5 Witnesses .....	7 - 2
1.7.6 Jurisdiction .....	7 - 2
1.7.7 Commander's Authority .....	7 - 2
1.7.8 Serving Notice .....	7 - 3
1.7.9 Failure To Appear .....	7 - 3
1.7.10 Disposition Of Cases .....	7 - 3
1.7.11 Appeal Of DRB Decision .....	7 - 3
1.7.12 Possible DRB Decisions .....	7 - 3

# Chapter 1: INTRODUCTION

## 1.1.1 Authority

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The Reserve Deputy Program operates at the direction of the Sheriff under the control of the Director of the Emergency Management Agency of the Sheriff's Department. All procedures and information contained in this manual will be ancillary to all County of Lake and Lake County Sheriff's Department policies, procedures, rules and regulations.

## 1.1.2 Board Of Officers

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A Board of Officers, as defined in **Chapter 6 BOARD OF OFFICERS** is appointed by the Sheriff to provide for an internal command structure, essential for the administration and disciplinary control of the program. These officers are responsible for the supervision of the reserve personnel or as liaisons between the Sheriff's Department and other agencies.

## 1.1.3 Coordination With Department

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The Reserve Deputy Unit operates in conjunction with the directives, policies and regulations of the Lake County Sheriff's Department at all times. Members of the program are required to maintain a state of readiness to serve the Sheriff at any time.

The Reserve Deputy Unit primary responsibility is providing traffic and crowd control in emergency and non-emergency situations throughout the county. In addition, when directed by the Sheriff, the Reserve Deputy Unit may provide:

1. Supplemental services to the Highway Patrol Division during situations requiring additional manpower.
2. Search for persons or evidence.
3. Any other operation as directed by the Sheriff.

#### **1.1.4 Responding To Department Request**

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When called to assist the Sheriff's Department, members are expected to obey all traffic laws while responding to the Emergency Operations Center (EOC) or other designated location.

#### **1.1.5 Responding On Duty (Department Vehicle)**

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Responding to a scene in a department vehicle with red/blue lights and/or siren is not authorized unless specifically authorized by a department command officer. Reserve Deputies are also expected to follow all traffic laws and speed limits while in department vehicles, which includes the use of safety belts.

#### **1.1.6 Responding On Duty (Personal Vehicle)**

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It is preferred that Reserve Deputies do not respond to a detail or call-out in their personal vehicles. When possible, responding Reserve Deputies should meet at the Emergency Operations Center (EOC) and use department vehicles to travel to the scene. Responding to a scene in a private vehicle with oscillating, rotating or flashing lights and/or siren is not authorized and is a violation of 625 ILCS 5/12-215.

For a member to possess lights and/or sirens in their personal vehicle, they must be allowed to have the lights/siren by state statute. They must not use this equipment with their duties of the Reserve Deputy Unit.

A member who violates this policy is subject to immediate suspension pending a Disciplinary Review Board and possible prosecution under the Illinois Vehicle Code and the Illinois Criminal Code.

## Chapter 2: GENERAL INFORMATION

### 1.2.1 Who Qualifies

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All members of the Reserve Deputy Program serve at the discretion of the Sheriff as sworn “Reserve Deputy Sheriffs”. Program participants are selected from the general public and meet the qualifications as outlined in **Chapter 3 TRAINING AND ELIGIBILITY REQUIREMENTS**.

### 1.2.2 Probationary Membership

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New applicants to the unit are required to serve a probationary period as outlined in **Chapter 3 TRAINING AND ELIGIBILITY REQUIREMENTS**, so they may become familiar with the policies, procedures, and functions of the department. An exemption may be granted by the Sheriff, in the event an applicant can demonstrate practical law enforcement training and experience, and the applicant is willing to graduate from the Recruit Basic Training Course (RBTC).

Former Reserve Deputies, who retired or resigned in good standing, and have a break in service of:

Less than one year may be granted an exemption of both the RBTC and probation by Sheriff.

Greater than one year may be granted an exemption of the probationary period. Personnel in this category must graduate from the RBTC or pass a challenge exam which consists of the RBTC final exam and hands-on demonstration in certain subject areas (e.g. traffic hand signals).

Exemptions for former Reserve Deputies are based on the applicant's prior service record with the unit, length of service, background, education and overall law enforcement experience.

### **1.2.3 Internal Structure**

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All members of the unit, below the rank of Sergeant, are assigned to a squad typically of not more than fifteen (15) members each. They are further assigned to a Team typically of not more than seven (7) members each. Each squad is assigned a Squad Leader and two Team Leaders. The Squad Leaders are responsible for the operations of their assigned squad. Team Leaders assist the Squad Leaders and are responsible for the operations of their assigned Teams and for assuming the Squad Leader's responsibilities in his absence.

Squads are under the direction of the Deputy Chief of Operations. The Deputy Chief of Operations is responsible for the coordination of the squads during activities.

### **1.2.4 Reserve Deputy**

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The Reserve Deputy reports directly to the Squad Leader/Team Leader or Officer in Charge (OIC). Reserve Deputies perform duties, as directed by the Sheriff, that include but are not limited to:

1. Traffic control.
2. Crowd control.
3. Search for persons or evidence.
4. Attend unit monthly meetings.
5. Attend training sessions.
6. Respond to emergency call-outs as directed.
7. Be responsible for all issued and personal equipment, uniforms and any other equipment needed to perform assigned functions.
8. Perform duties under special circumstances as directed by the Sheriff.

## Chapter 3: TRAINING AND ELIGIBILITY REQUIREMENTS

### 1.3.1 Applicants

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Applicants for Reserve Deputy shall, in addition to the requirements outlined by the Sheriff's Department or Illinois State Statute:

1. Be at least 21 years of age.
2. Be a citizen of the United States.
3. Have a high school diploma or equivalent.
4. Be a resident of the state of Illinois and live in Lake County.
5. Successfully complete a background investigation conducted by the department.
6. Be required to appear before an interview committee that is established for the express purpose of determining the eligibility of applicants.
7. Be willing to meet with the Sheriff's Department and the unit's current standards of service.

### 1.3.2 Recruit Acceptance

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Applicants meeting the above requirements shall be recommended to the Sheriff for acceptance as a Recruit eligible to attend the Recruit Basic Training Course.

### 1.3.3 Probationary Appointment

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Recruits successfully completing the Recruit Basic Training Course and receiving the recommendation of the Deputy Chief of Training shall be recommended to the Sheriff for appointment as a Probationary Reserve Deputy.

### **1.3.4 Completion Of Probation**

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A Probationary Reserve Deputy has completed his probationary period when he has:

1. Graduated from the Recruit Basic Training Course.
2. Completed the 12-month probationary period, commencing the first day of the Recruit Basic Training Course.
3. Meets or exceeds the minimum participation standards, normally referred to as “fair share hours”, and demonstrates his/her knowledge of the duties of a Reserve Deputy as well as the ability to work with members of the unit, the Sheriff’s Department and the general public.
4. Receives recommendations from the Team Leader, Squad Leader, Deputy Chief of Operations and Deputy Chief of Training.

The Deputy Chief of Training will request the Unit Commander to convene the Disciplinary Review Board (DRB) to review the member’s progress and if applicable, submit a recommendation to the Sheriff for the Probationary Reserve Deputy to receive an appointment as a Reserve Deputy.

### **1.3.5 Conflicts Of Interest**

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Members of the unit are, at all times, subject to the guidelines of the department regarding employment. Persons engaged in any occupation that may be considered a conflict of interest shall not be eligible for appointment. Such occupations shall include, but are not limited to, any person employed directly or indirectly in any business operated under the alcohol beverage licensing act(s), or any occupations posing a conflict as determined by the Sheriff.

Reserve Deputies are required to comply with the Sheriff's General Order 9.11 and fill out a secondary part-time employment form.

## Chapter 4: RECRUIT BASIC TRAINING COURSE

### 1.4.1 Classroom Training

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The Recruit Basic Training Course (RBTC) offered by the department shall consist of classroom and hands-on training, including, but not limited to the following subjects:

SUBJECT	HOURS
Orientation and Administration	3
Handcuffing and Prisoner Search	3
Rank/Unit Structure and Chain of Command	1
Uniforms Policies and Procedures	2
Search Procedures for Persons and Evidence	8
Department Rules and Regulations	3
Radio Communications	3
Law enforcement Code of Ethics	3
Traffic Direction and Control (Classroom and Practical)	11
Report Writing	3
Expandable Baton Training (Advanced)	8
Defensive Tactics Training	16
Laws of Arrest and Arrest Procedures	3
Crisis Communications	6
Disaster Planning and Emergency Services	3
Hazardous Materials First Responder	8

December 1, 2002

Department News Media and Public Relations	3
Review and Written Exams	9
Review and Written Final Exam	3
TOTAL	101

# Chapter 5: CHAIN OF COMMAND

## 1.5.1 General

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At no time shall any member of the unit submit any written and/or verbal comment regarding the unit and/or its operation without following the Chain of Command as outlined herein.

## 1.5.2 Commander's Open Door Policy

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Every effort should be made to utilize the Chain of Command to pass information within the organization. However, should an individual find it necessary to bypass the chain for personal reasons, emergency situations or for items of extreme sensitivity, they may directly approach the Commander.

## 1.5.3 Department Liaison Officer

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The Director, Coordinator or Officer in Charge of the Emergency Management Agency or their designee shall serve as the Liaison Officer between the Sheriff's Department and the Reserve Deputy Unit. The Department Liaison Officer:

1. May attend all unit meetings.
2. Shall review and assist with all training.
3. Will coordinate unit activities and details.
4. Will investigate all complaints regarding the unit.
5. Will assist in screening prospective applicants.
6. Shall maintain official records including personnel, service, training and any other information of official interest.
7. Shall maintain necessary communications with the unit.
8. Shall control all county equipment assigned to the unit.
9. Shall provide policy for the use of the unit.

#### **1.5.4 Commander (Full-time, Sworn Deputy)**

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The unit Commander is appointed by the Sheriff and is responsible for the conduct and operation of the Reserve Deputy Unit. The Commander reports directly to the Department Liaison Officer and shall:

1. Serve as chairman at all regular and special meetings of the unit.
2. Preside as Chairman of the Disciplinary Review Board.
3. Maintain the necessary relationship with the Department Liaison Officer.
4. Ensure that the policies, directives, and orders of the department and the unit are followed.
5. Assist in the coordination of the unit's training.
6. Be an ex-officio member of all committees.
7. Be Chairman of the Board of Officers.
8. Make recommendations to the Sheriff.

#### **1.5.5 Chief of Reserves (Chief)**

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The Chief of Reserves reports directly to the Commander and is appointed by the Sheriff at the recommendation of the Unit Commander. The Chief of Reserves shall:

1. Assist the Commander as directed.
2. Assume the duties of the Commander in the Commander's absence.
3. Review, coordinate, and assign details and activities to the Deputy Chief of Operations.
4. Coordinate the response to emergency call-outs.
5. Counsel and evaluate Deputy Chief of Operations and Deputy Chief of Training.
6. Serve as first line leader of the administrative and logistical officers that include: Unit Secretary, Communications Officer, Public Information Officer, Transportation Officer, Medical Officer, and the Quartermaster.
7. Counsel and evaluate assigned administrative and logistical officers.
8. Supervise Deputy Chief of Operations administratively and as the Officer-in-Charge of Field Command during activities.

9. Enforce unit and department policies, regulations and guidelines.
10. Serve as a voting member of the Disciplinary Review Board.
11. Preside as the Chairman of the Board of Officers when the Commander is absent.
12. Submit reports as required.
13. Make recommendations to the Commander, at the Board of Officers meetings, for administrative and line appointments.
14. Serve as a member of the Board of Officers.

### **1.5.6 Deputy Chief of Operations (Deputy Chief)**

---

The Deputy Chief of Operations report directly to the Chief of Reserves. The Deputy Chief of Operations is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Commander/Chief of Reserves as directed.
2. Maintain a state of readiness to assume command in the absence of the Commander and Chief of Reserves.
3. When directed, assume the duties of the Chief of Reserves.
4. Review, coordinate, and assign details and activities to Squad Leaders.
5. When directed, coordinate the response to emergency call-outs.
6. Counsel and evaluate assigned Command Officers within their section.
7. Supervise assigned Squad Leaders administratively and during activities.
8. Enforce unit and department policies, regulations and guidelines.
9. Command and assume responsibility for designated squads.
10. Serve as a voting member of the Disciplinary Review Board.
11. Submit reports as required.
12. Make recommendations to the Commander at the Board of Officers meeting for administrative and line appointments.
13. Serve as a member of the Board of Officers.

### **1.5.7 Squad Leaders (Lieutenant)**

---

A Squad Leader reports directly to the Deputy Chief of Operations. Squad Leaders are appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Deputy Chief of Operations as directed.
2. When directed, assume the duties of the Deputy Chief of Operations in his absence.
3. Review, coordinate, and conduct assigned details and activities.
4. Contact squad members in response to emergency call-outs.
5. Counsel and evaluate assigned Command Officers and Reserve Deputies within their squad.
6. Enforce unit and department policies, regulations and guidelines.
7. Serve as an advisor to the Disciplinary Review Board in the event a subordinate is summoned to appear.
8. Submit reports as required.
9. Make recommendations to the Commander at the Board of Officers meeting for administrative and line appointments.
10. Serve as a member of the Board of Officers.

### **1.5.8 Team Leader (Sergeant)**

---

A Team Leader reports directly to his assigned Squad Leader. Team Leaders are appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Squad Leader as directed, and assume the duties in the absence of the Squad Leader.
2. Serve as an advisor to the Disciplinary Review Board in the event a subordinate is summoned to appear.
3. Review, coordinate, and conduct assigned details and activities.
4. Contact squad members in response to emergency call-outs.
5. Counsel and evaluate assigned Reserve Deputies within their team.
6. Enforce unit and department policies, regulations and guidelines.

7. Make recommendations to the Commander at the Board of Officers meeting for administrative and line appointments.
8. Serve as a member of the Board of Officers.
9. Submit reports as required.

### **1.5.9 Deputy Chief of Training (Deputy Chief)**

---

The Deputy Chief of Training reports directly to the Chief of Reserves or his designee. The Deputy Chief of Training is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Commander/Chief of Reserves as directed.
2. Coordinate all new recruit, field and continuing education training within the unit.
3. Maintain a state of readiness to assume command in the absence of the Commander, Chief of Reserves or Deputy Chief of Operations.
4. Serve as leader of the Recruit Basic Training Course recruits.
5. Serve as a voting member of the Disciplinary Review Board.
6. Counsel and evaluate assigned Assistant Training Officer and Recruits.
7. Serve as assigned during field activities.
8. Enforce unit and department policies, regulations and guidelines.
9. Make recommendations to the Commander at the Board of Officers meeting for administrative and line appointments.
10. Serve as a member of the Board of Officers.
11. Submit reports as required.

### **1.5.10 Assistant Training Officer**

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The Assistant Training Officer is an additional duty assignment. In regards to performance, conduct or issues related to this assignment, the Assistant Training Officer reports directly to the Deputy Chief of Training. The Assistant Training Officer is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Deputy Chief of Training as necessary.
2. Assist in coordinating all new recruit and continuing education training within the unit.

3. Assume the duties of the Deputy Chief of Training in his absence.
4. Serve as assistant leader of the Recruit Basic Training Course recruits.
5. Submit reports as required.
6. Perform all duties required of his primary duty assignment.

### **1.5.11 Communications Officer**

---

The Communications Officer is an additional duty assignment. The Communications Officer reports to the Chief of Reserves. The Communications Officer is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Ensures field communications during activities.
2. Maintains communications equipment and records.
3. Conduct communications training as directed by the Deputy Chief of Training.
4. Make recommendations regarding communication equipment, policies and procedures.
5. Perform all duties required of his primary duty assignment.

### **1.5.12 Quartermaster**

---

The Quartermaster is an additional duty assignment. The Quartermaster reports to the Chief of Reserves. The Quartermaster is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Prepare the necessary reports pertaining to the assignment and/or consignment of equipment (other than vehicles and trailers) and uniforms used by the unit.
2. Be accountable for all equipment (other than vehicles and trailers) owned and/or assigned to the unit.
3. Coordinate with the Sheriff's Department Quartermaster in acquiring new equipment and uniforms.
4. Issue equipment to members.
5. Submit reports as required.
6. Perform all duties required of his primary duty assignment.

### **1.5.13 Assistant Quartermaster**

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The Assistant Quartermaster is an additional duty assignment. In regards to performance, conduct or issues related to this assignment, the Assistant Quartermaster reports directly to the Quartermaster. The Assistant Quartermaster is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Quartermaster as necessary.
2. Assume the duties of the Quartermaster in his absence.
3. Submit reports as required.
4. Perform all duties required of his primary duty assignment.

### **1.5.14 Transportation Officer**

---

The Transportation Officer is an additional duty assignment. The Transportation Officer reports to the Chief of Reserves. The Transportation Officer is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Prepare the necessary reports pertaining to the assignment and/or consignment of vehicles and trailers (and equipment contained within) used by the unit.
2. Be accountable for all vehicles and trailers (and equipment contained within) owned and/or assigned to the unit.
3. Coordinate with the unit's Quartermaster in acquiring new equipment for vehicles and trailers.
4. Coordinate for the repair of the vehicles, trailers and equipment contained within.
5. Submit reports as required.
6. Perform all duties required of his primary duty assignment.

### **1.5.15 Assistant Transportation Officer**

---

The Assistant Transportation Officer is an additional duty assignment. In regards to performance, conduct or issues related to this assignment, the Assistant Transportation Officer reports directly to the Transportation Officer. The Assistant Transportation Officer is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Assist the Transportation Officer as necessary.
2. Assume the duties of the Transportation Officer in his absence.
3. Submit reports as required.
4. Perform all duties required of his primary duty assignment.

### **1.5.16 Unit Secretary**

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The Unit Secretary is an additional duty assignment of one of the members of the Board of Officers. The Unit Secretary reports to the Chief of Reserves. The Unit Secretary is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Keep accurate, typewritten minutes of all regular, special, advisory and Disciplinary Review Board meetings.
2. Maintain accurate records as required.
3. Submit reports as required.
4. Perform all duties required of his primary duty assignment.

### **1.5.17 Medical Officer**

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The Medical Officer is an additional duty assignment. The Medical Officer reports to the Chief of Reserves. The Medical Officer is appointed by the Sheriff at the recommendation of the Commander and shall:

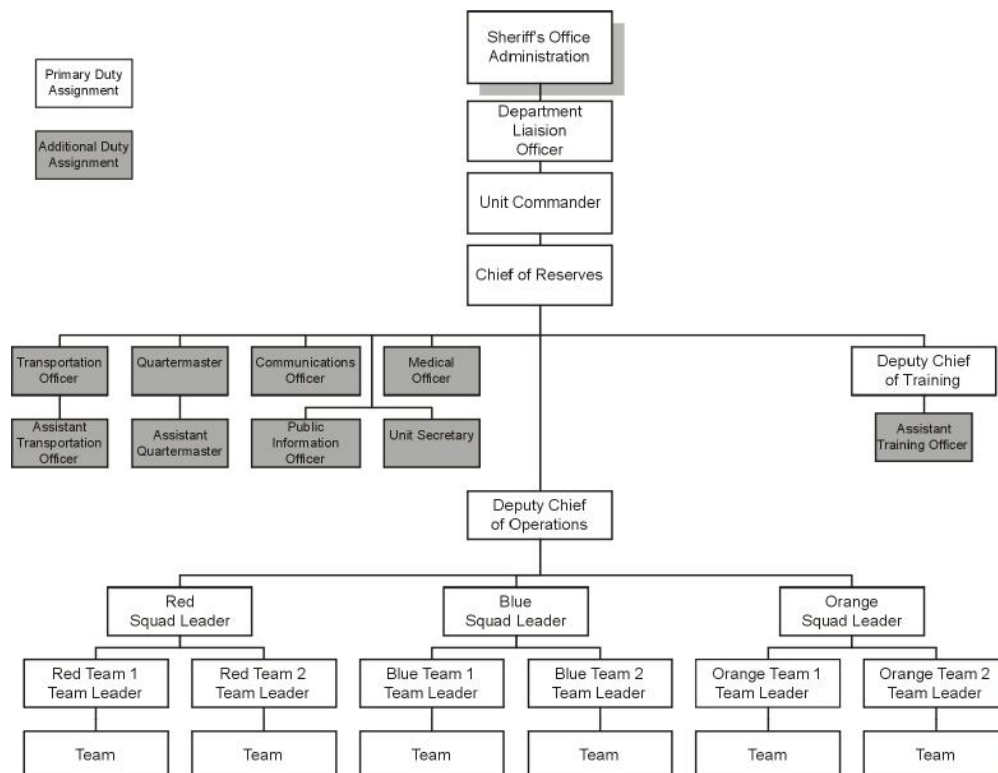
1. Advise the Commander on medical issues affecting individuals or the unit as a whole.
2. Make recommendations for medical training to the Deputy Chief of Training.
3. Review Medical Leaves of Absence for proper documentation.
4. Review the status of all Medical Leaves of Absence and make recommendations to the Commander and the Board of Officers.
5. Review medical reports/accident reports submitted by unit members for accuracy and completeness.
6. Perform all duties required of his primary duty assignment.

### 1.5.18 Public Information Officer

The Public Information Officer is an additional duty assignment. The Public Information Officer reports to the Chief of Reserves. The Public Information Officer is appointed by the Sheriff at the recommendation of the Commander and shall:

1. Submit requests through the Chief of Reserves to the Commander and on to the Lake County Sheriff's Department Public Information Officer for media releases.
2. Write press releases with or without photographs for positive unit coverage through the media.
3. Maintain accurate records of disclosure of information.
4. Maintain a unit chronological history with photographs and news clippings.
5. Submit reports as required.
6. Perform all duties required of his primary duty assignment.

### 1.5.19 Organizational Chart



December 1, 2002

## Chapter 6: BOARD OF OFFICERS

### 1.6.1 Purpose

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The Board of Officers will meet monthly or as necessary to discuss unit business, policies and procedures, or to conduct Command Officer training. Recommendations regarding equipment, personnel, policy, training and/or any other information pertinent to the operation of the unit may be reviewed.

### 1.6.2 Composition

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The Board of Officers will consist of the following voting members:

1. Commander
2. Chief of Reserves
3. Deputy Chief of Operations
4. Squad Leaders
5. Team Leaders
6. Deputy Chief of Training
7. Department Liaison

### 1.6.3 Chairman

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The Commander who shall vote to break all ties will chair the Board of Officers. If the Commander is absent from a meeting, the Chief of Reserves will chair the Board of Officers.

December 1, 2002

# Chapter 7: DISCIPLINARY REVIEW BOARD (DRB)

## 1.7.1 Purpose

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The DRB will be convened at the request of the Sheriff, Undersheriff, Department Liaison Officer, and/or the Commander, when the requesting officer has determined just cause for a hearing. The DRB will provide the Sheriff with an accurate report of:

1. Any incident involving the Reserve Deputy Program that violates department policy.
2. Any member that has failed to meet the minimum acceptable standards of the unit.
3. A review of any member who is currently on disciplinary probation to determine if member is making progress and is living up to the terms of the probation.
4. Probational Reserve Deputies that have successfully completed the Recruit Basic Training Course and prescribed probationary period, and are currently qualified to be appointed as Reserve Deputies.

## 1.7.2 Composition

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The DRB will consist of the following voting members:

1. Commander (as tie breaking vote)
2. Chief of Reserves
3. Deputy Chief of Operations
4. Deputy Chief of Training

The Unit Secretary is a non-voting member of the DRB. The Department Liaison Officer may attend as a non-voting member.

### **1.7.3 Chairman**

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The Commander, who will vote to break all ties, will chair the DRB. In the absence of the Commander, the Chief of Reserves shall preside. Should any assigned member of the DRB be absent from a proceeding, the Chairman shall have the authority to appoint a temporary member from the Board of Officers.

### **1.7.4 Advisors**

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The Squad Leader or Team Leader of any member summoned to appear before the DRB may serve as an advisor during the proceedings.

### **1.7.5 Witnesses**

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Individuals called before the DRB may ask witnesses to testify on their behalf when such testimony has direct bearing on the reason for the DRB for a particular individual. Witnesses are not called on to be "character witnesses," but have actual facts pertaining to the situation or event.

The individual called before the DRB will notify the Commander of the intent to use witnesses no less than 24 hours prior to the board. He will provide the number of witnesses and their names so that time can be sufficiently scheduled.

### **1.7.6 Jurisdiction**

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The DRB will make recommendations for disciplinary action regarding members who have been summoned to appear, or who's cases have been brought before the DRB. The recommendations will go through the Commander and Department Liaison Officer, to the Sheriff.

### **1.7.7 Commander's Authority**

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In cases involving insubordination, gross negligence, criminal violations and/or violations of moral turpitude, the Commander shall have the authority to immediately suspend any member until the DRB can be convened. In such circumstances, the DRB will be convened as expeditiously as possible.

### **1.7.8 Serving Notice**

---

When the DRB is convened, the member being reviewed shall be notified in writing via registered mail to appear. The notice will:

1. Indicate the time, date, and location the DRB will convene.
2. Detail the reason the member is being requested to appear.
3. Be delivered no less than five (5) working days prior to the time of the hearing.

### **1.7.9 Failure To Appear**

---

Failure to appear before the DRB, without prior notification of at least 24 hours (except for bona fide emergencies) of the hearing will be cause for immediate suspension. Also, a recommendation for termination from the unit may be forwarded to the Sheriff.

### **1.7.10 Disposition Of Cases**

---

The recommendations of the DRB will be forwarded to the Sheriff Department Liaison Officer and the member. The member's Squad Leader/Team Leader will be notified of the individual's status within the unit (but not necessarily the particulars of the case) by the Unit Commander, Chief of Reserves or Department Liaison Officer. This notification will be made as soon as possible.

### **1.7.11 Appeal Of DRB Decision**

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Any member who appears before the DRB may appeal the decision of the DRB to the Sheriff. Any appeal must be submitted, in writing via the Chain of Command, within 30 days of the hearing.

### **1.7.12 Possible DRB Decisions**

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DRB decisions can include any one or more of the following:

1. Dismissal of Charges - Charges are unfounded, dropped or individual is cleared of any violations or wrong-doing. No disciplinary action taken.

The individual is reinstated to Member in Good Standing status if all charges are dismissed. This includes the time period from when the charges were filed, and any suspension time, until the dismissal of all charges. This is provided the individual has not done something else that would jeopardize that status.

2. Removal of Probationary Status - Member may be removed from probationary status for the following reasons:
  - a. Probational Reserve Deputies that have successfully completed the Recruit Basic Training Course, the prescribed probationary period and have been recommended for full Reserve Deputy status.
  - b. Any member who has satisfactorily completed their disciplinary probation period and the DRB has determined the individual has met the requirements of the probation. The individual is reinstated to Member in Good Standing status immediately following the last day of probation.
3. Written Warning Letter - A formal document to be placed in the individual's personnel file. This document outlines the consequences should the individual repeat the infraction or commits other infractions. There may or may not be a time period or probationary period associated with this letter.
4. Probation Period - A specified period of time, generally not less than six (6) months, where an individual is closely monitored for their actions. During this period, the individual is not considered a Member in Good Standing.
5. Extension of Probation Period - The DRB has the option to extend an individual's probation period. Generally this is because the individual may not be meeting all the requirements and terms of the original probation, and the DRB believes the individual worthy of additional time to meet the requirements. Generally, an extension of up to six (6) additional months may be granted.
6. Reduction in Rank (Command Officers) - The DRB may recommend the reduction of a Command Officer one or more ranks.
7. Suspension - A period of time when an individual may not participate in unit activities and is not authorized to act as a member of the unit or Sheriff's Department.

An individual may be placed under suspension pending the DRB's further investigations into the matter. This includes an extension of a suspension as outlined in **1.7.7 Commander's Authority**.
8. Termination From Unit - The individual's services are no longer required or desired. The individual will turn in all Lake County, Sheriff's Department, or Reserve Deputy Unit property. This includes, but is not limited to:
  - Department ID card
  - Access Control card
  - Department issued badges and hat shields

- Uniforms
- Keys to unit/department cars, trucks, trailers, buildings, cabinets, etc.
- Radios and radio accessories
- Any other property of the County, Sheriff's Department or Reserve Deputy Unit

**Failure to return or properly account for all issued property may result in formal criminal charges being pressed against the individual.**

December 1, 2002





**LAKE COUNTY SHERIFF'S**

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**RESERVE DEPUTY UNIT**

Lake County Sheriff's  
Reserve Deputy Unit  
1303 North Milwaukee Avenue  
Libertyville, Illinois 60048

Revised:  
December 2003