

PULASKI COUNTY SHERIFF'S OFFICE



RESERVE DEPUTY PROGRAM INFORMATION PACKET

Table of Contents

Page 3	I. Minimum Qualifications and Requirements
	A. STATE Requirements
	B. COUNTY Requirements
	C. Additional Requirements
Page 4	II. Equipment & Expenses
	A. Applicant Expenses
	B. Provided by the Sheriff
Page 5	III. Arkansas State Expectations
Page 6	IV. Contact Information
	A. Lieutenant
	B. Sergeant
	C. Deputy
	D. Civilian
Page 7	V. Frequently Asked Questions
Page 8	VI. Application/Hiring Process
Page 9	VII. PCSO Reserve Policy
Page 15	VIII. Instructions for Application
Page 16	Reserve Application

I. Minimum Qualifications and Requirements

Specific details on state requirements are found on page 10 of this packet.

A. STATE Qualifications and Requirements

- High School Graduate **or** GED Equivalency
- Minimum Age of **21** Years
- **NO** Felony Convictions
- **POSSESS** a valid Driver's License at all times
- A valid Social Security Card
- Pre-employment oral panel interview
- Physical examination-performed by a licensed physician of your choice
- Psychological examination-provided by licensed department psychiatrist
- Must meet all standards for employment required by Arkansas Commission on Law Enforcement Standards and Training within one year of employment.

B. COUNTY Requirements to be considered for Program

Employment is contingent upon satisfactory completion of the following pre-employment requirements.

- Drug and alcohol screening-provided by department clinic at Baptist
- Completion of all State Requirements
- Live or Work in Pulaski County
- No adverse driving history on record, including excessive accident/ticket
- No criminal convictions, especially related to abuse and firearms restrictions.

C. Additional Requirements

All applicants must be able to provide upon request any additional official documents for education and/or specialized training required for the position.

All communication concerning the Reserve Deputy Program is done via email excluding information of a personal or confidential nature.

In addition, phone numbers and email addresses need to be kept up to date as this is the most efficient means of contacting those in the program if they are needed on short notice. At the Present time Pulaski County does not provide an email address to Reserve Deputies.

II. Equipment & Expenses

A. Applicant Expenses

All Reserves Are Required To Furnish The Following Items At Their Own Expense:

- Leather gear (duty belt and accessories) (average cost: \$400.00)
- Flashlight (average cost: Stinger \$100.00, Mag (rechargeable) light \$100.00)
- Handcuffs (average cost: \$25.00)
- Soft body armor (average cost \$600 - \$1000)

B. Pulaski County Sheriff's Office Will Provide the Following

These items are required to be returned upon termination from the program:

- Badge
- ID cards
- Duty ammunition for qualified individuals
- Standards of Conduct, Policy and Procedures Book
- A Lexis-Nexis Criminal and Traffic Code Book
- An Arkansas Pocket Manual (Criminal Codes)
- Assistance registering for Basic Training Course
- Training on law enforcement topics
- OC Spray
- Department Handgun
- Uniform

∞ Portable radios and body cameras are available during the time you will be working at various locations ∞

Prices may vary slightly from the average listed

III. Arkansas State Expectations

(The information on this page is taken directly from the Arkansas Commission on Law Enforcement Standards and Training Law Manual. No changes in wording or format have been made.)

STATE REQUIREMENTS FOR AUXILIARY LAW ENFORCEMENT OFFICERS

An Auxiliary law enforcement officer is any reserve, volunteer, mounted patrol and other similar terms in common usage and refers to persons appointed and who receive no salary or wages for the performance of any duties.

To be eligible for award of this certificate, an Auxiliary law enforcement officer must:

- Meet the minimum standards for employment or appointment as outlined in Regulation 1002.
- Complete the twelve (12) month probationary period with its appointing department as prescribed in Regulation 1003 found at www.clest.org .
- Satisfactorily completed not less than 110 hours of Commission approved law enforcement training prior to being appointed as an Auxiliary officer.
- Satisfactorily complete a Commission approved firearms qualification course equivalent to the firearms qualification course required for full-time law enforcement officers.
- An Auxiliary law enforcement officer who does not meet the minimum standards for employment or training shall not take any official action as a law enforcement officer and any action taken shall be held as invalid.
- Completed the minimum standards for employment or appointment as outlined in Regulation 1002;
- Satisfactorily completed the prescribed Part-time Basic Police Training Course consisting of not less than 110 hours or its equivalent;
- Completed the twelve (12) month probationary period with the employing department.
- Application for award of this certificate will be made on Commission Form F-7.

IV. Special Services Contact Information

If after reviewing the information contained in this packet in its entirety, you still have any unanswered questions, please refer to the contact information for PCSO Training and Special Services Division at the numbers listed below. Any one of the four individuals listed is fully able to answer any further questions you may have. In addition, the Sheriff's information is included below; please refrain from contacting the Sheriff regarding questions pertaining to the packet and application as it may delay the timeliness of response to your questions.

A. Please send all email correspondence to: pcsoreserve@pcso.org

B. Sergeant (Reserve Coordinator)
Training/ Special Services Division 501-340-6951



Pulaski County

Office of the Sheriff

Eric S. Higgins, Sheriff

2900 S. Woodrow St., Little Rock, AR 72204

Tel: (501) 340-6600 Fax: (501) 340-7080

V. Frequently Asked Questions

1. **How does the process work?** The whole process is multi-stepped. You can expect that it will take approximately four (4) months to fully process an application after a hiring process begins. Processing involves completion of an F-3 form (required by the State of Arkansas) which provides the background information and must be turned in within a time deadline.
2. **What do Reserve Deputies do?** Under the supervision of a full time officer, Reserve Deputies provide thousands of hours of service to the citizens of Pulaski County. Some of the extra activities that Reserve Deputies performed last year are: Child printing, Community Awareness and Safety, Safety Days at numerous public and private schools, American Heart Association Cardiac Ride, Big Dam Bridge 100, Special Olympics, security at the State Fair, response to aid with natural disasters on an "on call" basis, and anything else the Sheriff deems as necessary to foster a positive image and community involvement for the Sheriff's Office.
3. **What kind of experience is required?** None, but a law enforcement background is preferred.
4. **How long does it take to become a Reserve Deputy?** Although the Sheriff's Office takes applications year round, the complete hiring process can take several months depending upon the needs of the program. Generally it takes about 3-6 months including a 110+ hour class and a 1 year probationary period after class is completed.
5. **Will I be able to carry a gun off duty?** Reserves have NO law enforcement powers when "off duty" and must follow all statutory requirements mandated by state law.
6. **Will I be riding on Patrol?** All Reserve Deputies are required to ride 100 hours a year in Patrol.
7. **What are the dangers of being a Reserve Deputy?** Law Enforcement is a hazardous job. This is not an average volunteer position. There are some risks which all law enforcement officers take when they swear to uphold the law. While every effort is made to not encounter this type of situation, this type of force is something deputies may have to face at some point in their careers. It is possible that you may encounter citizens who will be armed.
8. **What type of training do you provide for a Reserve Deputy?** In addition to the initial program class, Reserve Deputies attend a mandatory certified training class once a month where we provide updates on training which you will receive in the Reserve Deputy Academy. Free training is also available through the Criminal Justice Institute and through on-going in-services through the Sheriff's Office.
9. **What happens if I get hurt while performing duties as a Reserve Deputy?** If you are hurt while performing the functions of a deputy while properly checked in with dispatch, you will be covered under the state mandated workman's compensation program the same as a full time deputy, with the exception of reimbursement of wages earned by any employer other than the Sheriff's Office. In this exception regardless if you are retired or if your employer pays part time disability, you will not be compensated for any expenses other than medical. Obtaining alternative accidental insurance such as AFLAC is notable.
10. **What is required of a Reserve Deputy?** To uphold and promote a positive public image, among many other things outlined in the packet, please refer to the policy attached.

VI. Application/Hiring Process

- Application-The application is available in PDF format and can be emailed. Please return the application with a copy of your driver's license.
- Applications are entered in the database, initial criminal check done, and interviews scheduled.
- Receipt of an application does NOT guarantee an interview. Interviews are based on program needs and preliminary background check. Applicants not selected for interview will receive a letter reflecting the application status after interviews are held.
- After interviews, a letter of candidacy is sent to the applicant and the file is turned over to PSU for complete background processing.
- PSU will provide the F-3 for the background process. (3-4 months) If you are instructed to pick up an F-3 and never do or do not bring it back in the required time frame, you forfeit your eligibility for future appointment in the program.
- After the background is complete, the file is returned to the Program Coordinator for recommendations for acceptance or denial into the program.
- If accepted, a letter will be mailed to the applicant and a recommendation to a Program Class submitted to the Course Instructor of the Agency providing the program.
- At this point applicants are considered Program Candidates.
- Prior to swearing in, a CLEST approved program course must be successfully completed by the program candidate as well as other State and PCSO policy requirements.
- Candidates are not considered Reserve Deputies until they are sworn in.
- Other factors considered prior to official acceptance as a Reserve Deputy are: continued ability to participate fully in the Reserve Deputy Program, actions and participation in a Program Course, attitude and performance toward/regarding the program requirements, etc.
- Depending on these factors a candidate may or may not be considered for Reserve Deputy Status even after completion of a Reserve Program Course.

VII. Reserve Program Policy

An updated policy is in progress 07/01/21.

Office of the
Pulaski
County
Sheriff

General Policy 15-001

General Policy of the Sheriff

Subject: RESERVE DEPUTY PROGRAM		Effective Date: 10/16/95 Revised: 02/02/15
Distribution: ALL PERSONNEL	Reference:	Pages: 6

I. PURPOSE

To establish guidelines and operational authority for the volunteer Reserve Deputy Program.

II. POLICY

The Reserve Deputy Program is a group of upstanding citizens who volunteer their time to the Pulaski County Sheriff's Office. The Reserve Program is an integral part of the overall operation of the Department. Reserve Deputies are utilized to provide two person Patrol units and other services as required and assigned.

III. PROCEDURE

A. Certification of Reserve Deputies

1. Act 757 of 1983, establishes statutory guidelines for the appointment, authority and supervisory control of Reserve/Auxiliary law enforcement officers.
2. Any person appointed will be required to meet the minimum standards for employment or appointment as outlined in Regulation 1002 section 2 of the "State of Arkansas Executive Commission on Law Enforcement Standards and Training, Manual of Regulations".
3. It shall be the responsibility of the Pulaski County Sheriff's Office, to provide or have provided not less than 110 hours of Commission approved law enforcement training which shall include a firearms qualification course equivalent to the firearms qualification requirements for a full-time law enforcement officer.
4. Every Reserve Deputy shall satisfactorily complete a probationary period of not less than twelve (12) months.
5. Reserve deputies who have been separated from law enforcement for a period of more than three (3) years must satisfactorily complete the 110 hour Auxiliary/Part Time II Training Course before becoming eligible for re-certification.

B. Authority

1. Reserve Deputies may have social and fraternal organization so long as its functions and activities are consistent with the Mission of the PCSO. Deputies may be elected for the organization but shall not gain any status over other Reserve Deputies in terms of authority (e.g. Major, Captain, Lieutenant, etc.).

2. There shall be only two(2) status levels for Reserve Deputies:
 - a. Level I - Reserve Deputies who have completed the required training and have been certified through Arkansas Minimum Standards.
 - b. Level II Solo - Reserve Deputies that are certified through Arkansas Minimum Standards and exceed the minimum requirements set under this policy. They must have a considerable amount of law enforcement experience and complete the 480 hour Field Training Program.
3. Level I Reserve Deputies who are assigned to patrol duty will be required to ride with a full-time, Deputy. Reserve Deputies may take appropriate law enforcement actions if separated from the full-time Deputy when performing an assigned duty.
4. Level II Solo Reserve Deputies are not required to ride with a full-time deputy but will work under the direction of the shift supervisor.
5. Any Reserve Deputy assigned to the Detention Division will work under the authority of the on-shift Deputy or Supervisor.
6. In the performance of assigned duty, regardless of assignment in Detention or Enforcement, Reserve Deputies have the same authority as a full-time Deputy and may take appropriate law enforcement actions, to include arrests.
7. Reserve Deputies are automatically in “off-duty” status at the end of any assigned duty/shift, or when they are no longer working at the direction of a full-time, Deputy or Supervisor. When a Reserve Deputy is off-duty they have no authority other than that of a private citizen.
8. All Reserve Deputies will have the rank of Deputy, and will be subordinate in rank to full-time Deputies. Reserve Deputies will not be given or use rank titles other than Deputy.
9. Reserve Deputy Candidates who have been accepted into the Reserve Deputy Program, but have not completed training, or those who are under disciplinary action, or administrative leave, will not wear the Pulaski County Sheriff’s Office uniform or carry weapons and have no authority other than that of a private citizen.
10. Reserve Deputies must abide by the same Departmental Policy, Procedures, and Standards of Conduct as do full-time Deputies employed by the Pulaski County Sheriff’s Office.
11. Reserve Deputies shall not perform any law enforcement duties for monetary gain without permission of the Chief Deputy.
12. Reserve Deputies will report to the Enforcement Training Division Commander or designee who is coordinator of the program.

C. Uniform Standards

1. Reserve Deputies will wear the same badge and uniform as full-time Deputies. The uniform will only be worn while performing or traveling to or from an assigned duty, such as monthly meetings or any special assignments.
2. The approved duty uniform for Reserve Deputies will be the Class “A” Uniform with black basket weave duty belt.

3. Class “B” Uniforms may be worn at certain events at the direction of the Enforcement Training Division Commander.
4. Reserve Deputies will be responsible for purchasing their own uniforms and approved accessories as designated by the Sheriff’s Office Policy and Procedures. Any identification badges or other property of the Sheriff’s Office will be returned to the Quartermaster upon termination or suspension from the Department.(**Note** - *Uniforms damaged in the performance of assigned duty will be replaced or repaired at the expense of the Pulaski County Sheriff’s Office.*)

D. Time and Attendance Requirements

1. Reserve Deputies are required to work at least an average of sixteen (16) hours per month, with a total of two-hundred (200) hours per year. Monthly hours shall include, but are not limited to six (6) hours of special events and ten (10) hours Divisional duties. Reserve Deputies who are unable to perform within these requirements will report to the Enforcement Training Division Commander for re-evaluation of status.
2. Reserve Deputies who work forty (40) hours or more per month shall be evaluated on an individual basis by the Enforcement Training Division Commander for exemption to the special event requirement.

E. Carrying off duty weapons

1. When a Reserve Deputy is off-duty they have no authority other than that of a private citizen. The Pulaski County Sheriff’s Office **will not** be accountable for, nor authorize the actions of off-duty Reserve Deputies who are armed under the authority of other organizations, or have other permits or authorization to carry a weapon.
2. The Pulaski County Sheriff’s Office will not be liable for any such carrying, display or use of a weapon contrary to the Sheriff’s Office policy, applicable state law or in the furtherance of unauthorized law enforcement action by an off-duty Reserve Deputy.

F. Recruitment and Selection

1. Applications for acceptance into the Reserve Deputy Program are made through the PCSO Enforcement Training Division, Program Coordinator.
2. Applicants shall undergo the same employment screening process as a full-time Deputy, to include a thorough background investigation and other minimum standards for employment or appointment. (see Regulation 1002, section 2, of the “State of Arkansas Executive Commission on Law Enforcement Standards and Training, Manual of Regulations”)
3. Selection of Reserve Deputies will be made from applicants based on experience, education, findings from the background investigation, pre-employment interview results, and slot availability.

G. Level II Solo Reserve Deputies

1. Reserve Deputies may be considered for solo patrol duties under certain circumstances, upon completion of a Field Training Program. For a Reserve Deputy to be considered for selection into the Field Training Program, the following criteria must be met:

- a. Certified through Arkansas Minimum Standards and exceed the minimum requirements set under this policy.
 - b. Three (3) years of experience with the Pulaski County Sheriff's Office.
 - c. Must have demonstrated exemplary performance and good leadership skills.
2. The selection process of a Reserve Deputy for the Field Training Program shall be reviewed by the following ranking personnel:
 - a. Enforcement Training Division Commander
 - b. Patrol Captain
 - c. Patrol Major
 - d. Chief Deputy
 - e. Sheriff
3. The Field Training Program will be a certified course, consisting of no fewer than four hundred eighty (480) hours.
4. The Field Training Program will only be conducted by Field Training Officers certified through Arkansas Minimum Standards.
5. The Field Training Program must be completed by the Reserve Deputy in ten (10) months or less.
6. During the Field Training Program the Reserve Deputy will be held in the same standing as a Full-Time Recruit would be in the same position.
7. Reserve Deputies will work a minimum of twenty (20) hours per week while in the program.
8. Reserve Deputies who have successfully completed the Field Training Program and selected for solo patrol duties will be required to work a minimum of twenty four (24) hours per month.
9. During a solo patrol shift, the Reserve Deputy will address any issues or questions to the on-duty shift supervisor and not to the Enforcement Training Division.
10. Selection for solo patrol duties does not confer any rank to the Reserve Deputy nor does it make other Reserve Deputies subordinate to them.

IV. REPEALER

This policy supersedes and rescinds all previous policy regarding this topic.

Sheriff

VIII. Application Completion Instructions

- Read the entire application.
- Answer every question in ink.
- Answer every question in **your** own handwriting
- Fill out every line. Put **NO** or **N/A** if not applicable.
- Incomplete applications will not be given consideration and will be disposed of.
- A valid email address is **required**. Applications without an email address **will not** be considered. Once accepted, you will be given an official PCSO email address.
- Sign the application.
- Return the application to the Enforcement Training/SSU within 2 weeks.
- Attach a copy of your driver's license to this application.
- You may attach copies of certificates or degrees to this application.
- You **must** list an e-mail address, please be mindful for case sensitive email addresses.



PULASKI COUNTY SHERIFF'S OFFICE



Application for Reserve Deputy Sheriff

Please read the entire application. Answer every question in ink and legibly in your own handwriting. Write no or N/A after questions that do not apply to you.

YOUR APPLICATION WILL BE DISCARDED IF YOU DO NOT FILL OUT ALL OF THE INFORMATION.

Personal Information

Full Name: _____
Last First Middle

Address: _____
Number & Street (No P.O. Boxes)

City State Zip Code

Telephone: _____
Home Work Cell or Message

Email address (**required**): _____

How long have you lived at your current address? _____

How long have you lived in Pulaski County? _____

List your home addresses for the past ten (10) years:

Number & Street City State Zip Code

Number & Street City State Zip Code

Number & Street City State Zip Code

Number & Street City State Zip Code

Date of Birth: ____ / ____ / ____ Place of Birth: _____
City State

Social Security Number: ____ / ____ / ____

Driver's License Number: _____ State: _____

Name of Spouse (if any): _____

Spouse's Occupation (if any): _____

Number of Dependent Children (if any): _____

Work Experience

List your work experience for the past ten (10) years including military service, if any. Start with your present or last job (include self-employment) and work back in chronological order. If necessary, use additional paper.

Are you presently employed? (Y/N): _____ If yes, may your employer be contacted in regard to this application? (Y/N): _____

Have you ever been discharged or requested to resign from any position?

(Y/N): _____ If yes, explain: _____

1. Employer: _____
Name & Address
Dates of Employment: _____
Beginning End
Duties of your job: _____
Reason for leaving: _____

2. Employer: _____
Name & Address
Dates of Employment: _____
Beginning End
Duties of your job: _____
Reason for leaving: _____

3. Employer: _____
Name & Address
Dates of Employment: _____
Beginning End
Duties of your job: _____
Reason for leaving: _____

4. Employer: _____
Name & Address
Dates of Employment: _____
Beginning End
Duties of your job: _____
Reason for leaving: _____

Military and other Law Enforcement Affiliations

Detail your service in the Armed Forces or any reserve component of the United States or any state, if any.

Dates of Service: From: _____ To: _____ Unit: _____
From: _____ To: _____ Unit: _____
From: _____ To: _____ Unit: _____

Rating at time of separation: _____

Are you now an active member of any reserve component? (Y/N) _____

If yes, name the reserve component: _____

Criminal History

Have you ever been convicted of a felony? (Y/N) _____

(If yes, stop here. You cannot have any criminal convictions as a Deputy including sealed or expunged.)

Have you ever been convicted of domestic abuse? (Y/N) _____

(If yes, stop here. You cannot have any criminal convictions as a Deputy, including sealed or expunged.)

Extra activities

List all religious, charitable, civic, fraternal, etc. organizations to which you belong or have belonged to during the last five (5) years.

_____	_____
_____	_____
_____	_____

References

List three (3) personal references who know you well enough to testify to your character. Do not list relatives or employers.

1.

_____	_____
Name	Address
_____	_____
Phone Number	Employer

How long have you known this person? _____

2.

_____	_____
Name	Address
_____	_____
Phone Number	Employer

How long have you known this person? _____

3.

_____	_____
Name	Address
_____	_____
Phone Number	Employer

How long have you known this person? _____

Education/Experience

Do you have a High school diploma or GED? (Y/N) _____ If yes, list the

Month/Year/School where obtained _____

List any college or university attended: _____

List the degree obtained or years attended if not a graduate: _____

List all special schools, institutes, and training centers attended. Give dates attended, subjects studies, and certificates received.

List your hobbies or interests: _____

Can you operate any specific equipment (i.e. computers, semi-tractor trailer, etc.)? _____

Explain in detail any law enforcement training or experience you have had, including civil defense training. Detail dates, places, and length of experience.

Why are you seeking application for this program? _____

Reserve Deputies are **required** to average 16 hours worked per month and attend a **mandatory** monthly training/meeting (first Monday of each month).

Can you meet these requirements? (Y/N) _____

List the names of present full-time or reserve deputies you know, if any.

Additional information you think may be relevant for consideration of this application:

This application is an official document. By signing below, you are stating that the information you have provided is true and correct to the best of your knowledge. Providing false information will disqualify you from further consideration.

Date

Signature

This application must be completed and returned to the Enforcement Training/Special Services Unit.



CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

CONSENT AND CHALLENGE

As an applicant who is the subject of a national fingerprint-based criminal history record check for criminal justice employment, you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for criminal justice employment must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (*or decline to do so*) before the officials deny you employment based on information in the criminal history record.

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge.
- If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the local agency that contributed the questioned criminal record information to the FBI.

Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the local agency that contributed the questioned criminal record information. At this time, the FBI will request the local agency to verify or correct the questioned criminal record information that is being challenged. Upon receipt of an official communication from that local agency, the FBI will make any necessary changes/ corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

I _____ acknowledge that I have been provided a copy of the Privacy Rights pertaining to the fingerprint-based criminal history check for criminal justice employment. I also understand my right and the procedures to challenge the accuracy or completeness of my criminal history.

Signed _____

Date _____

(Note to Agency: Provide a copy of this document to the applicant)