3-02/020.25 - Paid Assignments for Reserve Deputies

Reserve deputies may work paid assignments for public entities (applicable Reason Code and Budget Activity Code RE07), private entities (applicable Reason Code and Budget Activity Code RE02), special events (applicable Reason Code and Budget Activity Code RE01), non-reimbursed events with Control Number (OCN)/Project Code (applicable Reason Code and Budget Activity Code PR01), and unincorporated area patrol back-fill positions when the following conditions are met:

- The position shall first be offered to regular deputies, including regular deputies assigned to other divisions, in accordance with MPP, section 3-02/010.16, Filling Vacancies with Overtime;
- Notice of and a sign-up sheet for the event shall be posted for regular deputies as far in advance as practicable. Such sign-up shall be posted for a period of 96 hours, when possible, prior to offering the assignment to reserves;
- If a sufficient number of regular deputies have not volunteered to work the assignment by the end of this 96-hour period, the assignment may be offered to reserve deputies from that unit;
- Reserve deputies who work by themselves on paid assignments shall be Level I Designated or Level I Non-Designated. Level II reserve deputies may work paid assignments, if they are under the immediate supervision of a regular deputy or a Level I designated reserve deputy with a basic POST certificate;
- Reserve deputies may not work more than two paid assignments per week. Any exceptions must be approved by the unit commander at the reserve deputy's home unit;
- Reserve deputies are covered by F.L.S.A. and, therefore, shall have prior approval from their supervisor before working paid assignments, unless such assignment worked is the result of a bona fide emergency (e.g., natural disaster, riot, spontaneous jail lockdown, etc.). Absent emergent situations, per this MPP, failure to obtain prior approval violates county policy and may result in employee discipline;
- Managers and approving supervisors shall ensure that this paid assignment expenditure is within their budget and is not misused by employees. However, any paid assignment that is worked by a reserve deputy and that is properly documented, whether it was pre-authorized or unauthorized, shall be paid in accordance with the F.L.S.A.; and
- Reserve deputies who are Level I reserve peace officers, as defined in section 830.6 (a)(2) of the *Penal Code*, and who are authorized to exercise the power of a peace officer, as defined in section 830.1 of the *Penal Code*, may work private entity contract positions for private individuals or private entities if the special event or occurrence only happens on an occasional basis, and there are no regularly appointed full-time peace officers available to fill the positions as required in the contract.