3-02/170.05 - Termination Process for Reserve Deputies

The termination process requirements for the reserve deputy shall be basically the same as for the regular deputy, with the exception that the deputy shall coordinate the check-out/clearance with his station reserve coordinator.

The following procedure shall be adhered to by the terminating reserve deputy and the station reserve coordinator:

- The deputy shall return all county owned uniforms and equipment items, badges, and identification items to his coordinator;
- The coordinator shall complete a Cancellation of Commission Report (RFB-4) indicating the specific reason for termination. This form, identification items, and badges shall be immediately sent to Reserve Forces Bureau;
- The coordinator shall complete, in duplicate, the Equipment Check-Off Sheet and deliver the original to the Logistics section with all the county owned items within ten working days of the deputy 's termination notice. The badge set and the identification card shall be delivered to Personnel Administration Bureau and a receipt of property obtained;
- Logistics shall forward to Personnel Administration Bureau a copy of the Check-Off Sheet and issue a Termination Clearance to complete the termination process; and
- Employees shall return all county owned communications equipment, e.g., radios, pagers, cellular telephones, telephone credit cards, and COMPASS cards to Communications and Fleet Management Bureau. A letter of clearance will be completed by Communications and Fleet Management Bureau.

Reserve Deputies

Reserve personnel shall direct their concealed weapon permit requests to Reserve Forces Bureau for processing.