

## 1-05/190.00 Reserves in Court Services Division Policy and Procedures

Designated Reserve Level I (Level 1D) and Non-Designated Reserve Level 1 (Level 1ND) may work in Court Services Division as a qualified peace officer under 830.6 (a) (1) and 830.6 (a) (2). They may work any position a Deputy Sheriff Generalist can work. All reserves are assigned to Court Services Division, not a specific bureau.

A reserve beginning to work in Court Services must attend the same Court Services Orientation that the Part Time Deputies attend and must contact the reserve coordinator to schedule an orientation.

**Note:** Level II and Level III Reserves may not work in Court Services Division.

### Accounting for Reserve Hours

It is very important that the hours worked, by a reserve, in Court Services Division is reported to the reserve's coordinator. If a reserve works at a court, the branch supervisor will ensure a time sheet is filled out and submitted to the reserve coordinator at Division Headquarters. The time sheet to be used is the, Weekly Time Card – Temporary Employee. In the upper right corner of the time sheet on the Unit Name line, fill in the word Reserve – (Court Name). Please ensure the time sheet begins on a Sunday and ends on a Saturday.

All hours worked, by a reserve, at the court must be recorded by the branch in the same way hours are recorded by an overtime deputy or a part-time deputy in the Trial Court Funding System. A reserve must be scheduled to work behind a vacancy at the court. A reserve may not just come in "on their own" to work.

Any Reserve Level 1D or 1ND assigned to Court Services shall report their hours to their reserve coordinator.

If a reserve deputy works Court Services Division from an outside unit, the hours worked must be reported to their reserve coordinator. The branch supervisor or representative should send an email verifying the hours. The reserve is ultimately responsible for tracking their hours and confirming the hours were recorded by their coordinator.

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