



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 118

GENERAL ORDERS

RESERVE DEPUTIES; CLASS III DEPUTIES, AUXILIARIES AND STATE CONSTABLES

PURPOSE:

Reserve deputies, Class III deputies and auxiliary personnel are a valuable asset to the Sheriff's Office. This policy outlines procedures and restrictions involved in deploying these resources.

**RESERVE
DEPUTIES:**

In accordance with state law, reserve deputies are commissioned by the Sheriff. Because reserves cannot act independently, they are required to work under the direct supervision and guidance of a full-time deputy. Duties are restricted to areas where the reserves have received approved training. Training in approved areas is equivalent to that which is provided to full time deputies.

Reserve deputies:

- Meet the same requirements for selection as full time deputy applicants. Reserve Deputies will possess, at a minimum, a high school diploma or equivalency and meet all state educational requirements at the time of appointment. Mandatory retirement age established by the State for full time deputies is also the maximum service age for reserves.
- Bonded and liability insured in the same amount as full-time deputies.
- Commissioned after successful completion of the state required training program and testing phase.
- Perform a minimum of twenty hours duty per month or sixty hours a quarter in order to maintain their reserve status.
- Primarily assigned to Uniform Patrol, but can be assigned throughout the Sheriff's Office. Assignments can be in staff or line positions, but in all cases are made in the best interest of the Sheriff's Office.
- Receive uniforms and equipment equivalent to that issued to full-time deputies performing like duties.
- Attend all required annual and quarterly in-service training sessions conducted for regular full-time deputies.
- Participate monthly training sessions to maintain their skills and knowledge in law enforcement. All training sessions conducted for full time deputies are available to reserve deputies.
- Trained in Response to Resistance/Aggression policy and tested for weapons proficiency with the same frequency as full-time deputies as required in General Order 204.
- Trained, qualified, and issued Sheriff's Office approved firearms.

- Certified/issued less-lethal weapons
- Trained in CPR and first aid.
- Trained in presenting courtroom testimony.
- Trained in communicating on Sheriff's Office communication equipment.
- Participate in public awareness programs, such as Child Safe, Crime Watch, and other related programs.

Under direction and supervision of a full time deputy, reserve deputies:

- Assist with arrests and transportation of detainees to detention.
- Assist with securing and protecting crime scenes.
- Assist investigating deputies in interviews and taking statements from victims and witnesses.
- Assist in searches of buildings, residences, vehicles, and people.
- Assist in crowd and traffic control.
- Inventory vehicles prior to towing.

Reserve deputies are prohibited from:

- Signing search warrants.
- Signing arrest warrants.
- Issuing citations or receiving an assigned state ticket book.
- Responding independently to calls for service.
- Serving mental or civil papers.
- Making independent traffic stops.
- Driving patrol vehicles unless exigent circumstances apply and/or approved by a supervisor.
- Investigating traffic collisions.
- Independently investigating criminal cases.
- Engaging in secondary employment in any law enforcement or security capacity.

**OFF DUTY CARRYING
OF FIREARMS:**

Reserve Deputies may carry issued service weapons while off duty and are approved for special weapons in accordance to General Order 204.

The Reserve Deputy Program is assigned to a Lieutenant in Uniform Patrol. Records of time worked are kept on file in the Administration Division.

**CLASS III
DEPUTY:**

In accordance with state law, the Sheriff may designate certain sworn positions that may be filled with personnel who are certified as Class III SLE.

The purpose and intent of Class III commissioned deputies is to provide specific law enforcement services which by nature are unique, limited in scope, and limited in powers of arrest.

As a result, deputies certified as Class III may not act independently to perform general law enforcement. Class III deputies are not granted full custodial arrest powers, and thus their duties are restricted to specific areas where the Class III deputies have particular expertise and have received approved training. Training in approved areas must be equivalent or greater to that which is provided to full time deputies. Examples of assignments of Class III deputies are, but are not limited to:

- Environmental Control
- Court Security
- Legal Investigator
- Certain training positions
- Prisoner Transport
- SWAT Medics
- Certain E911 personnel
- Administration (Duty/Desk deputy)

The Sheriff may designate that certain Class III positions have greater administrative authority than other positions due to the nature of the assignment and the expertise of the personnel assigned to that position. In no way is a Class III deputy permitted to exceed the statutory limitations of authority that apply to a Class III law enforcement officer and act as a direct supervisor of Class I personnel performing law enforcement functions with the public.

Class III Deputies:

- Must meet the same requirements for selection as full time deputy applicants with the exception of the physical abilities testing. Class III deputies will possess, at a minimum, a high school diploma or equivalency and meet all state educational requirements at the time of appointment.

- Bonded and liability insured in the same amount as Class I deputies.
- Commissioned after successful completion of the state required training program and testing phase.
- Will be available for callout as needed to assist with those duties authorized by state law or regulation.
- Assigned specifically to unit commanders overseeing their area of expertise, but can be assigned throughout the Sheriff's Office. Assignments can be in staff or line positions, but in all cases are made in the best interest of the Sheriff's Office and the citizens of Greenville County.
- Receive uniforms and equipment equivalent to that issued to Class I deputies performing like duties.
- Attend all required annual and quarterly in-service training sessions conducted.
- Attend specialized training sessions to maintain their skills and knowledge when appropriate.
- Trained in Response to Resistance/Aggression policy and tested for weapons proficiency with the same frequency as Class I deputies as required in General Order 204.
- Be trained with, qualified, and issued Sheriff's Office approved firearms.
- May carry approved weapons off-duty if they qualify as provided in General Order 204 and are qualified according to H.R. 218, the Law Enforcement Officer's Safety Act, Public Law 108-277 (2004) or otherwise have special authorization from the Sheriff.
- Certified/issued less-lethal weapons
- Trained in CPR and first aid.
- Trained in presenting courtroom testimony.
- Trained in communicating on Sheriff's Office communication equipment.
- Participate in public awareness programs, such as Child Safe, Crime Watch, and other related programs.

**CLASS III BASIC
CERTIFICATION**

Basic Class III deputies under the direct supervision or authorization of a sergeant or higher ranking deputy may only perform the following duties:

- Service of lower risk or administrative civil process while in proximate contact with a Class I certified deputy.
- Crime scene, evidence collection/processing, forensic services.
- Victims services
- Administrative duties including but not limited to duty/desk deputy
- Service of arrest warrants and Uniform Traffic tickets upon persons in custody at a detention facility or in the company of a Class I Deputy.
- Service of Search Warrants in the following circumstances: on third parties, such as cell phone companies or utilities: and on property that is in the custody of law enforcement such as an impounded vehicle, briefcase or luggage.

NOTE: Basic Class III deputies are not authorized to Carry a firearm while performing any of the Law Enforcement duties.

**CLASS III ADVANCED
CERTIFICATION**

Under the direct supervision or authorization of a sergeant or higher ranking deputy, Class III Advanced deputies are empowered to perform the following duties:

- Courthouse and courtroom security
- Service of lower risk or administrative civil process, service of higher risk process requires the company of a Class I Deputy.
- Safety and Security patrols on property owned, operated, managed or maintained by the agency in which the Class III advanced deputy is employed.
- May make a custodial arrest for a crime that occurs in their presence, but only while engaged in their primary duties, however they are not authorized to make a custodial arrest while not engaged in their primary duties.

- Animal control including the issuance of Arrest Warrants and Uniform Traffic Tickets for violations of State Statutes and ordinances related to animal control.
- Assist with arrests and transportation of detainees to detention.
- Assist with securing and protecting crime scenes.
- Assist in the service of search warrants.
- Assist other investigating deputies in interviews and taking statements from victims and witnesses.
- Assist in searches of buildings, residences, vehicles, and people.
- Assist in crowd and traffic control.
- Inventory vehicles prior to impound.
- Conduct administrative investigations or inquiries.
- Apply principals of Human Relations.
- Front desk duties.

Class III Advanced deputies may perform the following duties only as required by their assignment:

- Respond independently to calls for service specifically related to their assignment.
- Issue citations for violations specifically related to their assignment.
- Participate in traffic stops assisting Class I deputies.
- Drive Sheriff's Office vehicles that are assigned for their employment purposes. (This does not include driving of a patrol vehicle when acting in a capacity of a Deputy unless exigent circumstances apply)
- Assist in the investigation of traffic collisions and conduct other administrative investigations.
- Conduct investigations of criminal cases as required by their assignment.

Class III deputies will not:

- Supervise Class I deputies in law enforcement duties.
- Independently take law enforcement action outside of their duty assignment unless accompanied by a Class I deputy, except in the case of extraordinary circumstances to prevent loss of life or great bodily harm.
- Serve mental papers.
- Engage in vehicle pursuits.

AUXILIARIES:

Organized volunteers, such as Explorer Scouts and Search/Rescue Units can be utilized as auxiliaries in day-to-day functions of the Sheriff's Office, as well as during large-scale events or emergencies.

The following guidelines apply to the use of auxiliaries:

- Auxiliaries are not commissioned as law enforcement officers.
- Auxiliaries are used in functions where the likelihood of making arrests is minimal.
- Auxiliaries are not to be assigned to duties requiring a sworn deputy.
- If auxiliaries are used in a role beyond normal civilian support duties, they receive training appropriate to the duties anticipated; for example, disaster relief. Disaster relief would require classroom as well as field training.
- Auxiliaries are uniformed in a manner clearly distinguishing them from sworn deputies.
- When uniforms are not available, auxiliaries are to wear a designated armband as a minimum means of distinguishing their status.
- Use of auxiliaries is coordinated through the Public Affairs Division.

**STATE
CONSTABLES:**

State Constables are non-compensated volunteer Law Enforcement Officers who are appointed by the Governor of the State of South Carolina. Commissioning as a State Constable confers certain Law Enforcement authority and responsibilities and enables them to participate in highly visible and significant law enforcement duties with a full time Deputy. State Constables are regulated by the State Law Enforcement Division and their commissions are contingent upon successfully meeting training requirements and regulatory requirements as required by SLED.

ASSIGNMENT:

State Constables are assigned to the Uniform Patrol and Support Divisions under the direct supervision of the divisional Captain or their designee.

The Supervisor will be responsible for:

- Obtaining a list of commissioned constables that will be provided by the local state constable district officer every six months. Contact SLED to request to utilize constables and confirm the eligibility of the list of commissioned constables to work.
- Ensure that each State Constable desiring to assist the Sheriff's Office has met all the requirements of this policy and holds a valid commission from SLED.
- Scheduling and requesting assistance through the district officer.
- Providing the Sheriff with periodic updates as requested.
- While assisting the Sheriff's Office, constables shall be supervised by the supervisor on duty to which they are assigned. Any officer charged with the supervision of a constable shall immediately report any violations of this policy or any Sheriff's Office Policy to their immediate supervisor.

TRAINING**REQUIREMENTS:**

In order to be eligible to assist the Sheriff's Office, State Constables must, at a minimum, meet the following training requirements:

- State Constables must maintain their commission through the State Law Enforcement Division. The constable supervisor will ensure that each constable is duly commissioned.
- State Constables will be provided access to Sheriff's Office policies. Constables will complete a verification form certifying that they have read, understand, and agree to abide by all policies and procedures.
- State Constables must complete SLED-approved annual in-service training each year. Constables are required to attend a departmental annual in-service training session taught by SCCJA certified law enforcement instructors or in-service training provided by a Technical Education College, the S.C. Criminal Justice Academy, or other providers specifically approved by SLED. Constables must provide written documentation to the supervisor for in-service training that has been completed outside of the department.

- State Constables must be trained and certified in any lethal or less lethal weapon(s) they carry while on duty with the Sheriff's Office. State Constables are required to provide written documentation to the supervisor that they have successfully completed and are certified through SLED in lethal and less lethal weapons.

TERMINATION/**DENIAL:**

State Constables may have their volunteer participation terminated/denied:

- Failing to follow the policies, procedures, and rules of the State Constable program as outlined by SLED;
- Violations of department directives and procedures;
- Violations of law as set out in the program; and
- At the discretion of the Sheriff;
- No constable shall be allowed to assist the Sheriff's Office until all training requirements have been satisfied.

UNIFORM:

State Constables assisting the Sheriff's Office shall wear their Class A or Class B uniforms as defined by the SC State Constable Policy and Procedure Manual.

- Any constable reporting for work inappropriately dressed will not be allowed to assist the Sheriff's Office.

PATROL:

The constable must at all times be in the company of a full time, on-duty certified Deputy. "In the company of" means within sight and normal conversational voice range, except while temporarily separated due to unforeseen circumstances during a service call or incident, and when such separation is necessary for effective handling of the incident, or to ensure officer or public safety.

The constable must remain in compliance at all times with all other requirements of this policy.

The supervisor will be responsible for scheduling and assigning the constable to a shift based on assistance requested.

SPECIAL**EVENTS:**

Special Event means festivals, fairs, parades, or other scheduled events of limited duration or emergency or critical incidents. The constable must at all times be in proximate contact with a full time, certified Deputy. "Proximate contact" means within sight and/or radio contact with a certified Deputy who is in position to respond immediately to the constable's location.

Such assignments include, but are not limited to, direction of traffic at a fixed point, directing drivers to parking spaces, standing and walking posts on parade routes and standing and walking posts at fairs, festivals, entertainment shows and other special events of limited duration, or other approved locations.

JURISDICTION:

When performing activities approved by SLED, the constable's territorial jurisdiction is limited to that of the Deputy accompanying the constable.

INVESTIGATIONS**AND**

PROCEEDINGS: Constables that assist the Sheriff's Office shall cooperate fully with any investigations or proceedings that arise out of their assistance to the Sheriff's Office including Internal Investigations. Constables shall be required to attend all criminal/civil proceedings when requested and shall be required to provide statements and/or assist in the documentation of police activities when requested.



Hobart Lewis, Sheriff