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INTRODUCTION
Introduction to the Reserve Program

WHAT ARE RESERVE DEPUTY SHERIFFS?

Reserve Deputy Sheriffs are part-time volunteer peace officers. They enjoy the challenge and excitement offered by law enforcement, as well as the satisfaction of providing a worthwhile community service. Reserve deputies must each complete an approved academy program based on the requirements of the California Commission on Peace Officer Standards and Training (POST). Following graduation, reserve deputies are assigned to the station or unit of their choice for additional field training and work assignments.

Reserve deputies supplement the regular operation of the Sheriff’s Department by working in the uniform reserve, mounted programs or search and rescue components. Reserve deputies are required to volunteer an average of twenty (20) hours per month unless otherwise directed by their Unit Commanders. Hours worked may include monthly meetings, training and regular or special assignments. Reserve deputies are each issued a uniform badge, flat badge, identification card, handgun, and other necessary equipment. For volunteering their time, they receive compensation of one (1) dollar per year. Reserve deputies may qualify for shooting bonus pay and when available, paid assignments. No other benefits, including health care or deferred compensation plans are offered to reserve deputies. However, reserve deputies are covered under Workers’ Compensation if injured in the course of their reserve duties.

Reserve deputies have full peace officer powers while on duty. Those reserve deputies who continue their training and achieve Level I-D (designated) status have full peace officer powers both on and off duty, the same as full-time deputies. Reserve deputies serve at the will of the Sheriff and are required to observe all Department regulations. Reserve deputies are not included in the Civil Service System.

UNIFORM RESERVES

Upon completion of academy training, uniform reserves are assigned to one of the many Sheriff’s Department patrol stations, jail facilities, or other units. They perform general law enforcement duties. This includes crime suppression, administrative support, and general patrol functions such as responding to calls for service, traffic enforcement and crime investigation. Fully qualified reserve deputies may work alone, with another reserve or with a full-time deputy sheriff, consistent with their unit level certifications.

MOUNTED PROGRAMS

The Sheriff’s Mounted Programs are comprised of equestrian civilian volunteers and reserve deputies whose functions are to support the Department in situations requiring the expertise of trained equestrians. The Department currently maintains two separate reserve/volunteer mounted programs. These include the Sheriff’s Mounted Posse and the Mounted Search and Rescue Unit. Each program has reserve deputies assigned to
it. Members of mounted programs must own a horse and have access to a horse trailer. Mounted program members must also pass the Department’s Mounted Proficiency Test prior to deployment.

SEARCH AND RESCUE

Search and Rescue Teams provide services to those citizens who become stranded, lost or injured within the areas served by the Sheriff’s Department. Team members are selected for their physical capabilities, maturity and willingness to immediately respond in emergency search and rescue situations. The following stations have Search and Rescue Teams: Altadena, Antelope Valley, Avalon, Crescenta Valley, Malibu/Lost Hills, San Dimas, Santa Clarita Valley, and Temple. Search and Rescue Team members undergo extensive mountaineering training and must maintain Emergency Medical Technician certifications.

SPECIALIST RESERVES

Reserve deputies assigned to specialist companies have expertise or experience in particular fields and utilize their skills to assist the Sheriff’s Department. Examples of Specialist Companies are: Communications and Fleet Management Company, International Liaison Company, Media Specialist Company, Medical Company, and Scientific Services Company.
Chapter 1

Purpose and Authority of this Manual

1-01/00 PURPOSE

The contents of this Manual are offered as a guide to promote standardization throughout the Sheriff’s Department for reserve units and operations. It should be noted, however, that each unit retains authority to set forth individual policies of a nature unique to its needs. This Manual will be revised as needed to reflect changes in statutes, POST guidelines, or Department policies and procedures related to the Reserve Program.

1-02/00 AUTHORITY

Authorization to vary from the provisions of this Manual will be granted, if justified, by application to the Reserve Forces Bureau Unit Commander. This Manual is subordinate to the Department Manual of Policy and Procedures. It is intended to provide guidelines for reserve policy. Individual stations and units may establish reserve unit orders to supplement this Manual. Any such unit orders shall be subordinate to this Manual.
Chapter 2
Reserve Coordinator

2-01/00 RESPONSIBILITIES AND DUTIES

The following sections describe the responsibilities and duties of the Unit Reserve Coordinator.

2-02/00 RESPONSIBILITIES

The Reserve Coordinator is assigned by the Unit Commander of the respective facility. The Reserve Coordinator is responsible for managing reserve resources and for oversight of the:

- Uniform Reserve Company
- Mounted Posse
- Mounted Search and Rescue
- Search and Rescue Team

The Reserve Coordinator acts as a liaison between reserve personnel assigned to the unit and Reserve Forces Bureau.

The Reserve Coordinator shall be familiar with Department policies and procedures related to reserve personnel and for ensuring compliance with all regulations.

2-03/00 DUTIES

Reserve Coordinators or their designees are responsible for, but are not limited to, the following:

- Attending Reserve Coordinator meetings.
- Attending Reserve Company business meetings.
- Ensuring that reserve personnel receive all required training.
- Coordinating Reserve Company activities.
- Recruiting, interviewing and processing reserve applicants including ensuring that applications are complete and accurate prior to being sent to Reserve Forces Bureau.
- Maintaining current personnel and training records, including Unit Level Certification.
- Ensuring that all reserves promptly receive yearly performance evaluations.
- Ensuring that monthly activity reports (i.e., personnel hours contributed) are promptly submitted to Reserve Forces Bureau.
- Ensuring that company rosters are current with contact and call-out information for each company member.
- Maintaining necessary communications with Reserve Commanders, Reserve Chiefs and Reserve Forces Bureau.
• Conducting regular inspections of all equipment.
• Attending and supervising Mounted Program activities in the field as applicable.
• Responding to and assisting in searches and rescues involving activation of the Search and Rescue Team as needed.
• Maintaining accurate inventory of all supplies and equipment held by reserve companies and teams.
• Completing and forwarding copies of appropriate reserve related reports to Reserve Forces Bureau as required by the Case Assignment Manual.
• Preparing and submitting nominations for reserve awards and related activities.

2-04/00 RECRUITMENT

Each Reserve Coordinator shall maintain a recruitment program at the unit level including, but not limited to, the following:

• Encouraging reserves in the company to aid in recruitment activities.
• Ensuring follow-up on potential applicants.
• Encouraging applicant involvement in company activities.
• Ensuring follow-up on recruits attending the Reserve Academy.
• Organizing reserve company recruitment functions.
• Coordinating unit activity with other Department recruitment efforts.

2-05/00 RESERVE DEPUTY FILES

Reserve Coordinators shall maintain an individual personnel file and a separate individual training file with current information for each reserve deputy in their company.

These files shall follow the reserve deputy. If a reserve deputy is transferred to another unit of assignment, their files shall be forwarded by secure means to the new unit of assignment. When a reserve deputy retires, resigns or is otherwise separated from service, these files shall be forwarded to Reserve Forces Bureau for disposition.

2-05/10 PERSONNEL FILE REQUIREMENTS

Reserve deputy personnel files shall be properly segmented and divided into the following areas:

• Original application
• Personal information
• Medical information
• Time reports
• Payroll records
• Performance evaluations
• Commendations
• Disciplinary actions
• Unit Level Certification

2-05/20 TRAINING FILE REQUIREMENTS

Reserve deputy training files shall be kept separate from personnel files. They shall be segmented to include at least the following:

• Record of completion of required field training.
• Shooting qualification.
• Continuing Professional Training, as required by POST.
• Department required training including, but not limited to, the following:
  o Racial Profiling
  o Respect-Based Leadership
  o Policy of Equality
  o Pursuit Policy

2-05/30 MAINTAINING UPDATED INFORMATION

Any change in personal information such as residence address or telephone, business address or telephone, or emergency notification etc., will be submitted on an Employee’s Personal Information Form to the Reserve Coordinator. Also, notices of any change of name, level status, badge number, pay location, rank or employee number shall be immediately forwarded to Reserve Forces Bureau. The originals of this information shall be retained in the member’s personnel file at the unit of assignment. Copies shall be forwarded to Reserve Forces Bureau.

2-06/00 ASSISTANT COORDINATOR

When possible, Reserve Coordinators should have an alternate full-time deputy available to assist in the supervision of reserve company activities. The Reserve Coordinator shall thoroughly train the Assistant Coordinator in all aspects of the responsibilities and duties. As with Reserve Coordinators, the Assistant Coordinator is assigned by and is responsible to the Unit Commander.
CHAPTER 3

ORGANIZATION OF THE RESERVE PROGRAM
Chapter 3
Organization of the Reserve Program

3-01/00 ORGANIZATION

The Reserve Program will have Reserve Executive Staff Officers including Assistant Sheriffs, Chiefs and Commanders who are essential to the administration and oversight of the Reserve Program. Reserve Executive Staff will assist unit reserve coordinators and Reserve Forces Bureau in providing communication and supervision of reserve activities. The Reserve Executive Staff is assigned to the Reserve Forces Bureau.

3-02/00 EXECUTIVE STAFF

The following sections describe the responsibilities and duties of members of the Reserve Executive Staff.

3-02/10 RESERVE ASSISTANT SHERIFF

Reserve Assistant Sheriffs are the commanding officers of the Reserve Program with primary responsibilities to advise the Sheriff on reserve matters and to function as liaison between the Sheriff and the Reserve Program. The duties of this position include, but are not limited to, the following:

- Presiding at Executive Staff meetings.
- Recommending solutions to issues affecting the Reserve Program.
- Recommending qualified reserves for promotion.
- Maintaining an understanding of statutes and POST guidelines which may affect the Reserve Program.
- Preparing Performance Evaluations annually for Reserve Chiefs under their commands.

3-02/20 RESERVE CHIEF

The primary responsibilities of the Reserve Chiefs are to provide managerial support to the Reserve Assistant Sheriffs and to Reserve Forces Bureau. Reserve Chiefs report directly to their respective Reserve Assistant Sheriff. The duties of this position include, but are not limited to, the following:

- Acting at the direction of the Reserve Assistant Sheriff.
- Coordinating the activities of Reserve Commanders under their supervision.
- Monitoring conditions and problems which may affect the Reserve Program.
- Recommending to their respective Reserve Assistant Sheriff solutions to issues affecting the Reserve Program.
- Maintaining an understanding of statutes and POST guidelines which may affect the Reserve Program.
- Maintaining liaison with the reserve companies under their command.
- Reviewing all personnel actions involving companies under their command.
- Reporting monthly hours worked to the Reserve Assistant Sheriff and to the Executive Staff Coordinator, or designee, at Reserve Forces Bureau within seven (7) days after the last day of the reporting period.
- Completing Performance Evaluations annually for Reserve Commanders under their supervision or providing input to the respective raters of those Reserve Commanders.
- Participating in inspections of reserve companies under their command.
- Reviewing all personnel actions regarding companies under their command.

3-02/30 RESERVE COMMANDER

The responsibilities of the Reserve Commanders are to assist their respective Reserve Chiefs by coordinating reserve activities within their assigned companies. Reserve Commanders report directly to their respective Reserve Chief. The duties of this position include, but are not limited to, the following:

- Assisting the Reserve Chief with assigned functions.
- Maintaining liaison with the Executive Staff, Reserve Forces Bureau and their respective companies.
- Reviewing personnel actions involving companies under their command.
- Participating in Executive Staff meetings.
- Reviewing company activities to ensure compliance with Department policies such as weapons qualification, hours worked, required training, Continuing Professional Training (CPT), or reports due.
- Reporting monthly hours worked to their Reserve Chief and to the Executive Staff Coordinator, or designee, at Reserve Forces Bureau within seven (7) days after the last day of the reporting period.

3-03/00 PROMOTION OF EXECUTIVE STAFF OFFICERS

Reserve Assistant Sheriffs, Reserve Chiefs and Reserve Commanders are appointed by and serve at the direction of the Sheriff.

3-04/00 RESERVE STAFF OFFICERS

The following Staff Officers are assigned to the Executive Staff:

- Ordnance Officer
- Secretary
- Treasurer

3-04/10 ORDNANCE OFFICER

The duties of this position include, but are not limited to, the following:
• Conducting and presiding at ordnance meetings with company representatives in attendance.
• Planning and coordinating reserve range activities, training and related events.
• Coordinating and assisting the rangemasters at reserve pistol matches.
• Attending Reserve Executive Staff meetings.

3-04/20 SECRETARY

The duties of this position include, but are not limited to, the following:

• Preparing and distributing meeting agendas to the Reserve Executive Staff.
• Keeping minutes of Reserve Executive Staff meetings and distributing them to the Reserve Executive Staff.

3-04/30 TREASURER

The duties of this position include, but are not limited to, the following:

• Maintaining accurate and comprehensive financial records.
• Presenting complete financial reports at Reserve Executive Staff meetings.
• Receiving and issuing any and all receipts.
• Issuing checks for appropriate payments due.
• Presenting financial records in the event of an audit.

3-05/00 RESERVE COMPANY OFFICERS

Each reserve company includes the following officer positions:

• Reserve Captain
• Reserve Lieutenant
• Reserve Sergeant
• Recruitment Officer
• Ordinance Officer
• Secretary
• Treasurer
• Other Unit or Detail Officers as necessary

3-05/10 RESERVE CAPTAIN

The duties of this position include, but are not limited to, the following:

• Assisting the Reserve Coordinator with the management of company personnel.
• Ensuring the hours worked by each member of the company are reported to Reserve Forces Bureau in the prescribed manner, no later than seven (7) days after the last day of the reporting period.
• Handling performance issues involving company personnel, as directed by the Reserve Coordinator.
• Presiding at company meetings.
• Ensuring compliance with Department and Reserve Forces policies within the company.
• Providing, upon request of the Reserve Coordinator, recommendations for personnel action including promotions, terminations, reductions in rank, transfers, retirements and leaves of absence, including completion of all appropriate documents.
• Preparing and promptly submitting performance evaluations for subordinate Reserve Lieutenants to the Reserve Coordinator.
• Ensuring that the company is represented at every Reserve Executive Staff meeting.
• Ensuring that company members meet Department requirements for weapons qualification.

3-05/20 RESERVE LIEUTENANT

The duties of this position include, but are not limited to, the following:

• Performing duties as assigned by the Reserve Coordinator or the Company Captain.
• Assuming the position of Acting Reserve Captain as necessary.
• Overseeing the activities of subordinates.
• Preparing and promptly submitting Performance Evaluations for subordinate Reserve Sergeants to the Reserve Coordinator.
• Attending Reserve Executive Staff meetings as requested by the Reserve Coordinator or Reserve Captain.

3-05/30 RESERVE SERGEANT

The duties of this position include, but are not limited to, the following:

• Performing duties as directed by the Reserve Coordinator, Reserve Captain or Reserve Lieutenant.
• Overseeing the activities of subordinates.
• Maintaining accurate records of subordinate’s activities as requested.
• Being familiar with issues which may concern their particular groups.
• Preparing and promptly submitting to the Reserve Coordinator all Performance Evaluations for subordinate reserve deputies.
• Assuming the position of Acting Reserve Lieutenant when necessary.

3-05/40 RECRUITMENT OFFICER

The duties of this position include, but are not limited to, the following:

• Assisting the Reserve Coordinator in implementing reserve recruitment efforts at
the company level.
- Organizing reserve company recruitment functions.
- Participating in Recruitment Committee activities.

3-05/50 ORDNANCE OFFICER

The duties of this position include, but are not limited to, the following:
- Attending Ordnance Officer meetings.
- Maintaining records of company member’s weapons qualification.
- Ensuring company member’s compliance with weapons qualification requirements, including notification to the Reserve Coordinator of those members who have failed to qualify with their weapons.
- Presenting items of interest, such as new statutes, court decisions, new products, etc., related to ordnance at company meetings.
- Encouraging active participation of company members at range events.
- Officiating at ordnance events.

3-05/60 SECRETARY

The duties of this position include, but are not limited to, the following:
- Keeping minutes of company meetings as directed by the Reserve Coordinator or Reserve Captain.
- Preparing such other documents as directed by the Reserve Coordinator or Reserve Captain.

3-05/70 TREASURER

The duties of this position include, but are not limited to, the following:
- Maintaining accurate and comprehensive financial records.
- Presenting complete financial reports at Reserve Executive Staff meetings.
- Receiving and issuing any and all receipts.
- Issuing checks for appropriate payments due.
- Presenting financial records in the event of an audit.

3-05/80 OTHER UNIT OR DETAIL OFFICERS

Units such as Mounted Companies and Search and Rescue Teams may designate additional officer positions to meet their unique needs. These additional officer positions must be approved by the Unit Commander of Reserve Forces Bureau.

3-05/90 ANNUAL CONFIRMATION OF COMPANY OFFICERS

At the beginning of each calendar year, each company shall, in cooperation with the
Reserve Coordinator, prepare a Company Officer Confirmation form (formerly Slate form). The Company Officer Confirmation form shall be forwarded to the Reserve Commander for review then to the Unit Commander for approval. Once approved by the Unit Commander, the form shall be submitted to Reserve Forces Bureau. The approved form must reach Reserve Forces Bureau no later than March 1st of the affected year. Documentation of any promotions or reductions in rank must accompany the Company Officer Confirmation form. In the event a personnel change takes place during that period, interim appointments or demotions shall be documented on the Company Officer Confirmation form and submitted to Reserve Forces Bureau.

**3-05/100 PROMOTION OF COMPANY OFFICERS**

Any promotion should reflect a serious commitment to the Sheriff’s Department and the Reserve Program, both in time and effort. Each promotion requires a record of exemplary performance at the current rank. Any promotion or reduction in rank of a Reserve Company Officer shall be documented on the Company Officer Confirmation form and approved by the Unit Commander. Once approved, the form shall immediately be forwarded to Reserve Forces Bureau.

**3-05/110 APPOINTMENT TENURE**

Appointments of company officers shall be for a period of one year. They may be extended or reduced with the Unit Commander’s approval.
CHAPTER 4

RESERVE MEMBERSHIP CRITERIA
Chapter 4
Reserve Membership Criteria

4-01/00 COMMITMENT

In addition to meeting the minimum qualifications listed below, an applicant’s availability and willingness to commit their time to assist the Sheriff’s Department is the basic factor in considering membership in the Sheriff’s Reserve Program.

4-02/00 MINIMUM QUALIFICATIONS

The minimum qualifications for all Reserve Deputy Personnel are as follows:

- United States Citizenship.
- Minimum age of 20 years old at time of appointment.
- Valid California Class “C” or higher driver’s license.
- High school diploma or equivalent, including High School Proficiency Certificate or General Education Development (GED) Certificate.
- Must be eligible for appointment as a peace officer under California law, including meeting all requirements established by the Commission on Peace Officer Standards and Training (POST).
- Demonstrate financial responsibility and stability or shall be enrolled in a college or university as a full-time student. A full-time student is defined as one who completes a minimum of twelve (12) units of instruction, whether on a semester or quarter basis. Exceptions to this requirement may be granted on an individual basis by the Reserve Forces Bureau Unit Commander.
- Pass a written examination and an oral interview.
- Pass a California Commission on Peace Officer Standards and Training approved physical agility test.
- Pass the County Safety Physical Examination.
- Pass a thorough background investigation.
- Pass a polygraph examination.
- Pass a psychological evaluation.
- Complete a course of academy instruction which meets the requirements of the Commission on Peace Officer Standards and Training and the Sheriff’s Department.

Note:
Examples which may disqualify an applicant include, but are not limited to, the following:
- Any felony or disqualifying misdemeanor conviction.
- Certain serious traffic violation convictions or patterns of traffic violations.
- Any discharge from military service under anything other than honorable conditions.
4-03/00 RESERVE APPLICANTS AS CIVILIAN VOLUNTEERS

Reserve applicants may volunteer for limited participation in Reserve Program activities provided the reserve applicant is enrolled in the Department’s Volunteer Program and obtains a civilian volunteer identification card.

Applicants may participate in the Volunteer Program and may remain as volunteers until they are accepted into the Reserve Program and have entered the Sheriff’s Reserve Academy.

Reserve applicants who are department volunteers will be allowed to participate in the following non-law enforcement activities:

- **Uniform Reserve Activities:**
  - Attend company meetings.
  - Perform volunteer work at the station and with the reserve company.
- **Mounted Program Activities:**
  - Attend company meetings.
  - Perform volunteer work at the station and with the reserve company.
  - Provide logistical support at mounted camp sites.
  - Attend training as directed.
- **Search and Rescue Activities:**
  - Attend team meetings.
  - Perform volunteer work at the station and with the team.
  - Attend training as directed.

**Note:**
Reserve Applicant Civilian Volunteers shall wear the civilian volunteer uniform as described in the Civilian Volunteer Manual.

4-04/00 LATERAL TRANSFER APPLICANTS

Lateral transfers from other agencies may be accepted into the Reserve Program based upon the following:

- Acceptance into the program will be at the reserve level that is consistent with the requirements of the Commission on Peace Officer Standards and Training.
- Applicants must pass the applicable Sheriff’s Department medical examination.
- Applicants must pass the Department’s background investigation.
- Applicants must pass a polygraph examination.
- Applicants must pass a psychological evaluation.
- Applicants must meet any additional State or Sheriff’s Department training requirements.
4-05/00 REINSTATEMENT

Reserve deputies who have resigned or retired from this Department and are otherwise eligible for reinstatement must meet the following requirements:

- Retired or resigned reserve or full-time deputy personnel who have been separated from the program for **less than three (3) years** must:
  - Have a competent or better work record as a member of the Department.
  - Have the written recommendation of their last Unit Commander.
  - Comply with all entry requirements for the position of Reserve Deputy Sheriff including:
    - Medical Examination
    - Polygraph Examination
    - Psychological Evaluation
    - Background Investigation
  - Meet any additional State or Sheriff’s Department training requirements.

- Retired or resigned reserve or full-time deputy personnel who have been retired or resigned for **three (3) years or more** must:
  - Satisfactorily complete the Sheriff’s Department training necessary to meet current Commission on Peace Officer Standards and Training recertification requirements.
  - Comply with all Reserve Program entry requirements as described in this Manual.

**Note:**
All applications submitted by applicants who have been retired or resigned for more than three (3) years shall be submitted for approval to the Reserve Forces Bureau Unit Commander.

4-06/00 FULL-TIME DEPUTY EXIT OPTION

Full-time deputies who retire or resign under honorable circumstances may apply to become a reserve deputy. This process is called the “Exit Option” as they have the OPTION to become a reserve deputy as they EXIT the Department without attending the Reserve Academy. The deputy leaving the Department must fill out and submit the Exit Option Application to Reserve Forces Bureau. They are eligible for the Exit Option under the following conditions:

- The application is approved by the Unit Commander of the reserve company they will be assigned.
- The application is approved by the Reserve Forces Bureau Unit Commander.
- The application is submitted and appointment made prior to a break in service.

Applicants with service-connected disability retirements or other restrictions preventing them from performing arduous physical work **ARE NOT** eligible for the Exit Option under any circumstances.
4-07/00 PROHIBITED EMPLOYMENT

The following are rules and guidelines regarding employment:

- Pursuant to Government Code Sections 24004 and 24004.5, peace officers, including reserves, shall not:
  - Represent any person or practice law in a criminal matter or in any instance where there may be a conflict of interest or in any matter adverse to the Sheriff’s Department.
  - Have a partner lawyer whose practice may cause a conflict of interest.
  - Act as a collector or be employed by any collection agency in Los Angeles County.
  - Have a partner who is a lawyer, collector or anyone who acts as a lawyer or collector for a collection agency.

- Members of this Department, including reserves, shall not engage in any type of employment or business as a private detective or agent, manager, operator, owner of stock or serve in the capacity of an officer in a corporation or enter into a partnership, either general or limited, or be named on any license for such a business. Further, members shall not have any financial interest in any private detective agency or private security company, either directly or indirectly, or by means of community property or trust. Any such involvement by members of this Department will automatically be construed to be a conflict of interest.

- Reserve deputies shall not engage in private security employment unless such employment is approved in writing by the Reserve Forces Bureau Unit Commander.

- Members of this Department, including reserves, shall not engage in any type of employment or business, including the services of the Office of Notary Public, which would result in a conflict of interest with the employee’s duties or responsibilities to the Department.

- Members of this Department, including reserves, shall not hold any other position granting peace officer authority pursuant to Penal Code Chapter 4.5 without mutual written consent of both agencies. During the course of employment at any agency described in this subsection, reserve deputies shall not have any Sheriff’s Department identification, credential, or issued equipment on their persons. The preceding shall not preclude deputy personnel from serving as military police officers in reserve or National Guard military units.

- Reserve deputies shall not hold Retail Liquor Licenses issued pursuant to Business and Professions Code Section 64.

- If a reserve deputy becomes employed in any prohibited employment, they may be subject to termination from the Reserve Program. Any employment not described above, but which may be considered a conflict of interest, shall be referred to the Reserve Forces Bureau Unit Commander for a final decision.
CHAPTER 5

OPERATION OF THE RESERVE PROGRAM
Chapter 5

Operation of the Reserve Program

5-01/00 TRAINING REQUIREMENTS

The Commission on Peace Officer Standards and Training (POST) sets training standards for all peace officers in California. Designated Level I Reserve Deputies must satisfactorily complete the POST Basic Course which is the same training required of full-time deputies (Level I Academy plus field training). Level II Reserve Deputies are required to satisfactorily complete the prescribed Level II course of instruction. Level III Reserve Deputies are required to satisfactorily complete the prescribed Level III training program. The Sheriff’s Department may require additional training to meet the unique needs of the Department’s operations.

5-02/00 CONTINUING PROFESSIONAL TRAINING

The Penal Code requires all peace officers, including Level I and Level II reserve deputies to complete twenty-four (24) hours of Continuing Professional Training (CPT) every two (2) years. It is the responsibility of the individual reserve deputy to ensure that this Continuing Professional Training requirement is met.

5-03/00 DEPLOYMENT OF RESERVE DEPUTIES

Reserve personnel are subordinate to regular deputies, and in most instances, shall work under the immediate direction of regular full-time personnel of this Department. Unless otherwise directed by the concerned Unit Commander, reserves shall not wear their rank insignia while working a uniformed assignment.

Reserve peace officers are required by regulations of the Commission on Peace Officer Standards and Training (POST) to meet the same selection standards (e.g. personal history investigation, medical and psychological screenings) as full-time regular deputies.

There are three classifications of reserves deputy expressed as levels set forth in the Penal Code. Reserve deputies may be deployed in a variety of assignments based on their reserve level, training and experience. There are four (4) levels of reserve deputy. They are listed below starting with the highest level reserve.

- Level I–D (Designated)
- Level I–ND (Non-Designated)
- Level II
- Level III

5-03/10 LEVEL I–D (DESIGNATED) RESERVE DEPUTIES

Level I-D reserve deputies must complete the Sheriff Department’s POST approved Field Training Program. This is the only category of reserve that has 24-hour peace
officer authority. All other reserve levels have peace officer powers only for the duration of the person's specific assignment. A Level I–D reserve may work alone and perform the same duties as a full-time deputy.

Level I–D reserve deputies must successfully complete the POST Regular Basic Course in either the standard format (664 hours minimum) or the modular format - Level III, II and I reserve training (730 hours minimum).

Reserve deputies have been granted Level I-D status if they possess either a POST Reserve Officer Certificate or a POST Basic Certificate. Upon completion of the Sheriff Department's POST approved Field Training Program, Level I-D reserves are granted the following:

- Full peace officer powers both on and off duty.
- Authority to carry an off-duty weapon, conforming to Department policy, without the need for a concealed weapon permit.
- May be assigned to tasks routinely performed by regular deputies, including supervising Level II and III reserves.

5-03/20 LEVEL I–ND (NON-DESIGNATED) RESERVE DEPUTIES

A Level I-ND reserve deputy may perform general law enforcement assignments only while under the immediate supervision of a full time deputy or a Level I-D reserve deputy until they have successfully completed the Sheriff Department's POST approved Field Training Program. Their peace officer authority is only for the duration of the reserve's specific assignment. Level I–ND reserves are granted the following:

- Peace officer powers only while on duty.
- Authorization to carry an off-duty weapon only if they have a concealed weapon permit.
- May be assigned to tasks routinely performed by regular deputies, except that they shall not be assigned to supervise other reserve deputies in a general law enforcement capacity.

5-03/30 LEVEL II RESERVE DEPUTIES

A Level II reserve deputy may perform general law enforcement assignments only while under the immediate supervision of a peace officer who has completed the POST Regular Basic Course (full-time deputy or Level I-D reserve deputy). Immediate supervision is defined as continually being in the physical proximity of and available to the reserve deputy. However, allowances are permitted for necessary temporary separations such as tactical situations requiring separation. A Level II reserve deputy may work assignments authorized for Level III reserve deputies without immediate supervision.

Level II reserve deputies must successfully complete the Level III and Level II modules of the POST Basic Course (modular format as their entry-level training requirement).
Although not a POST requirement, the Department strongly encourages all Level II reserves who work patrol assignments to complete the Sheriff's Department's POST approved Field Training Program.

Reserve deputies who have successfully completed a Level II reserve POST Certified Reserve Training Module, are granted the following:

- Peace officer powers only while on duty.
- Authorization to carry an off-duty weapon only if they have a concealed weapon permit.

When working in a general law enforcement capacity, Level II reserves must be under the immediate supervision of a regular deputy or a Level I–D reserve deputy.

**5-03/40 LEVEL III RESERVE DEPUTIES**

Upon completion of the Department’s POST approved training course for Level III reserve peace officers, Level III reserve deputies are granted peace officer powers only while on-duty during a specific assignment. They may perform limited support duties and other duties which are not likely to result in physical arrests or which may require aggressive peace officer action.

- **Level III reserve deputies may not be assigned to general law enforcement activities**

Level III reserve deputies may perform their duties only while under the immediate supervision of a peace officer who has successfully completed the POST Regular Basic Course (full-time deputy or Level I–D reserve deputy). Immediate supervision is defined as continually being in the physical proximity of and available to the reserve deputy. However, allowances are permitted for necessary temporary separations such as tactical situations requiring separation. However, Level III reserve deputies may transport prisoners without immediate supervision.

Examples of duties which may be performed by Level III reserve deputies include, but are not limited to, the following:

- Working at the front counter of a patrol station.
- Assisting jailers.
- Providing security at command posts.
- Working fixed posts for traffic control.
- Assisting station detectives with administrative functions.
- Assisting station law enforcement technicians with trustees.
- Attending community events.

With additional documented training, Level III reserve deputies may also perform the following duties:
• Serving as rangemasters at assigned mobile ranges.
• Working with surveillance teams where there is little likelihood of the need for physical arrests or other aggressive peace officer action.
• Supporting dignitary liaison teams.
• Interpreting for foreign language interviews.
• Acting as Department liaison with business communities.

5-04/00 FITNESS FOR DUTY

In the interest of providing the highest quality of service to the public and with concern for the well being and safety of the individual, reserve deputies are required to maintain a level of fitness appropriate to the duties to be performed. In the event a reserve deputy is no longer physically or psychologically fit to perform all duties within the physical classification of his/her current assignment, the reserve deputy may request reassignment to a less demanding assignment. The reassignment may be within the company of current assignment or to another company assignment. The granting of such a request shall be subject to the availability of such a reassignment and the reserve’s qualifications to perform the reassigned duties.

5-04/10 FITNESS FOR DUTY REVIEW

Reserve deputies are subject to fitness for duty reviews if the Unit Commander or the Reserve Forces Bureau Unit Commander identifies a cause which may require such a review. Once such a cause has been identified, the reserve deputy shall be notified of the need for a medical or psychological fitness for duty review.

In the event a Unit Commander or the Reserve Forces Bureau Unit Commander believes a reserve deputy is not fit for an assigned duty, the reserve deputy shall be notified in writing. Such notification shall state the reason(s) the reserve deputy is believed to be unfit for duty and, if appropriate, may also include notice that the reserve deputy is suspended or is limited in the duties that may be performed. This notice shall be pending the individual’s participation in a physical or psychological fitness for duty evaluation. A copy of this notification shall be forwarded to Reserve Forces Bureau. Reserve Forces Bureau will then forward all pertinent documentation to Occupational Health Programs.

A reserve deputy who receives such a notification will be evaluated by Occupational Health Programs. Any costs for obtaining medical records requested by Occupational Health Programs from the reserve deputy’s health care provider(s) shall be the responsibility of the reserve deputy. A reserve deputy who receives an adverse decision from Occupational Health Programs, may appeal the decision in writing to the Chief of Occupational Health Programs. Upon assignment and review of the appeal, the Chief of Occupational Health Programs will communicate the final decision in writing to the reserve deputy. The Chief of Occupational Health Programs decision shall be final.
5-05/00 EXECUTIVE STAFF MEETINGS

Executive Staff meetings, which include Company Captains or their designees, shall be held several times a year as determined by the Executive Staff. Each Company Captain is responsible to ensure that the company is represented at every meeting. Mounted Posse and Search and Rescue companies may schedule other meetings to meet their needs.

5-05/10 COMPANY MEETINGS

Reserve companies shall hold scheduled monthly meetings. The dates, times and locations of such meetings shall be determined by the individual companies with the approval of the Unit Commander. The purpose of these meetings is to keep members informed of:

- Department plans, policies and activities.
- Scheduled work assignments.
- Training requirements and objectives.

These meetings are conducted with the Company Captain presiding. The Reserve Coordinator attends as the Department’s representative. The Reserve Coordinator’s participation in the reserve company meeting should be as an advisor and resource on matters involving Department policies and procedures. In-service training may also be provided at company meetings.

5-06/00 RESERVE MOBILIZATION

There may be occurrences which require all reserve deputies to be called to report for duty. Such mobilization may be Countywide or for a single station or group of stations. Notification to report for duty may be through the news media, telephone, electronic devices or via Emergency Operations Bureau. If the news media announces that all Los Angeles County Deputy Sheriffs are called for duty, such a call includes reserve deputies of all levels.

In the event of a mobilization, reserve deputies shall first secure their families and premises, and then report for duty. In the event a reserve deputy cannot reach his/her normally assigned patrol station, that reserve deputy shall then report to the nearest accessible Sheriff’s Department facility. Similarly, those reserve deputies who are not assigned to patrol stations shall report to the nearest Sheriff’s Department facility.

Reserve deputies are protected in their regular employment when they are responding to an emergency declared by the Department. California Labor Code Section 230.3(a) reads, “No employer shall discharge or in any manner discriminate against an employee for taking time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel.”
5-07/00 PARTICIPATION IN RESERVE ACTIVITIES

Reserve deputies are expected to volunteer twenty (20) hours per month averaged annually. Reserve deputies may also work additional paid or unpaid assignments.

5-08/00 ACTIVITY REPORTING

It is the responsibility of the Company Captain to ensure that the time worked by each reserve deputy, whether paid or unpaid, is promptly reported to Reserve Forces Bureau in the appropriate format. Prompt and accurate time reporting is essential to the functioning of the Reserve Program.

Instructions for activity reporting may be revised as needed by Reserve Forces Bureau. Such revisions shall be made available to Company Captains who shall immediately cause time reports to be submitted in the revised format.

A tracking system for individual reserve deputies has been established by Reserve Forces Bureau. A representative of each reserve company shall be assigned to enter individual reserve deputy hourly data into this system. This data shall be submitted on or before the seventh 7th day of the following month.

All hours worked by reserve deputies, whether paid or unpaid, shall be recorded in one or more of the following categories:

<table>
<thead>
<tr>
<th>ACTIVITY CATEGORY</th>
<th>ACTIVITY CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>A Mountain Patrol</td>
</tr>
<tr>
<td>Aero/ESD Operations</td>
<td>A Non-Compensated special event</td>
</tr>
<tr>
<td>Assist other LASD units</td>
<td>A Patrol - One Reserve Deputy</td>
</tr>
<tr>
<td>Assist outside agencies</td>
<td>A Patrol - Two Reserve Deputies</td>
</tr>
<tr>
<td>Assist Station Jailer</td>
<td>A Patrol - Full-Time Deputy</td>
</tr>
<tr>
<td>Compensated Special Event</td>
<td>A Patrol - Motorcycle</td>
</tr>
<tr>
<td>Complaint Desk</td>
<td>A Photo/Video/Technical Project</td>
</tr>
<tr>
<td>Court Appearance</td>
<td>A Posse Patrol - Outside Station</td>
</tr>
<tr>
<td>Custody</td>
<td>A Posse Patrol - Station Area</td>
</tr>
<tr>
<td>Detective Function</td>
<td>A Public Appearance</td>
</tr>
<tr>
<td>Equipment Maintenance</td>
<td>A Rescue/Recovery Operation</td>
</tr>
<tr>
<td>Inspection</td>
<td>A Search Operation</td>
</tr>
<tr>
<td>Meeting</td>
<td>C Training</td>
</tr>
<tr>
<td>Rescue/Development Project</td>
<td>A Unclassified (w/ explanation)</td>
</tr>
</tbody>
</table>

*Category A – patrol and special events
*Category C – administrative duties

5-08/10 PAID ASSIGNMENT REPORTING

Reserve deputies may work paid assignments for public entities, private entities, special events, unusual occurrences and unincorporated area patrol back-fill. Each reserve deputy shall promptly submit the required paid assignment documents as set
forth in the Department’s Manual of Policy and Procedures Sections 3-02/020.25 & 3-02/020.27. Failure to submit proper documents may delay payment for the assignment.

5-09/00 UNIT ROSTER

It is the responsibility of the Company Captain to ensure that a unit roster is maintained with current information for each reserve deputy. The roster shall include the following information:

- Name (first, middle, last)
- Employee number
- Badge number
- Reserve level
- Reserve rank
- Mailing address (including zip code)
- Daytime phone number
- Nighttime phone number
- Cellular phone number
- Pager phone number
- Personal e-mail address (not LASD.org)
- Gender
- Ethnicity
- Date of birth
- Date of hire
- Emergency contact information (name, relationship, phone number)
- Foreign language skills
- Employment specialty (medical doctor, civil engineer, truck driver, etc.)
- Other specialized skills
- Estimated travel time from place of employment to assignment location
- Estimated travel time from place of residence to assignment location

The roster shall also include the station name, reserve component (Uniform, Mounted Program, Search and Rescue Team, etc.) and the unit of assignment code (R2/WHD/09 etc.).

The roster shall be updated annually and shall be forwarded to Reserve Forces Bureau each time there is a change of information. The updated roster should be accompanied by a Unit Personnel Record (SH-AD 395) for each affected reserve deputy.

5-10/00 WEAPONS QUALIFICATION

Except as noted below, each reserve deputy shall meet the current requirements for weapons certification and qualification as set forth by the Department for sworn personnel. Such certification and qualification is essential to protect both the Sheriff’s
Department and the individual reserve deputy from liability arising from the use of deadly force.

It is the responsibility of the Reserve Coordinator, or designee, to ensure that each reserve deputy complies with the current weapons qualifications requirement. Reserve deputies shall maintain current qualification with each authorized weapon that is carried, both on and off-duty. Failure to maintain current qualification with each weapon will result in disciplinary action.

The first failure to qualify shall result in a written reprimand and requirement for re-qualification. The second failure to qualify shall result in the confiscation of credentials and weapon, pending remediation and re-qualification. Further failures to qualify may result in termination from the Reserve Program.

5-11/00 SHERIFF’S BULLETIN 523 (REVISED) AUGUST 10, 2004

On July 22, 2004, President George W. Bush signed the “Law Enforcement Officers Safety Act of 2004” which allows qualified law enforcement officers to carry concealed weapons nationwide, on or off-duty. Below is Sheriff’s Bulletin 523 regarding how this law applies to all deputies, including reserve deputies.

LAW ENFORCEMENT OFFICERS SAFETY ACT OF 2004
allows peace officers to carry concealed weapons nationwide without a permit

This law does not extend an officer’s authority to enforce the law in states where it is not already authorized. Under the federal criminal code, a “qualified law enforcement officer is someone who is authorized by the laws of his or her state to enforce the law and make arrests, is authorized by his or her agency to carry a firearm, is not being disciplined by their agency, meets their agency’s standard for qualifying in the use of a firearm, is not intoxicated, and is not prohibited by other federal law from possessing a firearm.”

Certain retired law enforcement officers may also carry a concealed handgun if they meet qualifications. Additional requirements for retired officers specify that the officer left his or her agency in good standing after a minimum of 15 years of service or because of a disabling injury, not based on mental instability, and has a non-forfeitable right to retirement benefits. The retired officer must have qualified with the firearm within the last 12 months.

Based upon the definitions of a qualified law enforcement officer in this legislation, reserve deputy sheriffs employed by this Department certified as Designate and Non-designate Levels I, II or III, who have current concealed weapons authorization, satisfactorily comply with this statute as a “qualified law enforcement officer.”

Reserve deputies who qualify under the law must carry law enforcement photo identification and retired officers must also have proof of firearms qualification. Peace
officers must still obey local prohibitions or restrictions against the carrying of concealed
weapons on 1) private property if the owner imposes such restrictions, and 2) state or
public property, such as courthouses or a public park. The laws on carrying a firearm
on an airplane were not changed by this law and concealed firearms are still prohibited
while flying.

Reserve deputies are reminded that notification to the local law enforcement agency is
not required. Therefore, you may encounter officers from other jurisdictions who are
carrying concealed weapons. Officer safety is still of paramount importance when
encountering armed individuals and once the situation is secure, proper identification
and supporting documents should be examined.

5-12/00 RESERVE RANK INDICATORS

Reserve personnel are subordinate to full-time deputies and in some instances, shall
work under the immediate direction of full-time personnel of this Department. In order
to avoid confusion between reserve deputies and full-time deputies, the following
requirements are established:

Uniform Rank Insignia
Unless otherwise directed by the concerned Unit Commander or designee, reserve
deputies shall not wear rank insignia when working assignments. The wearing of
uniform rank insignia by reserve deputies is restricted to reserve specific ceremonial
functions. Reserve deputies shall not wear rank insignia that is sewn or permanently
affixed to the uniform.

Off-Duty Flat Badges
Off-duty flat badges held by reserve deputies shall not display any indication of rank
such as rank ribbons etc.

Pocket Badges (Official Green Non-Uniform Identification Badges)
Any indication of rank on any pocket badges worn by reserve deputies shall include the
word “RESERVE” such as John Doe, Reserve Sergeant or Reserve Sergeant John
Doe. Contractions or abbreviations such as “S/R” or “RES” shall not be used. Pocket
badges may be purchased at the Sheriff’s Emporium at the option of the reserve
deputy, who shall be responsible for the cost. (Emporium personnel are well versed in
appropriate language on pocket badges and are very helpful when ordering)

Business Cards
Any business cards used by reserve deputies shall include the word “RESERVE"
immediately preceding any indication of reserve rank. Contractions or abbreviations
such as “S/R” or “RES” shall not be used. Business cards may be purchased at the
option of the reserve deputy, who shall responsible for the cost.

5-13/00 PERFORMANCE EVALUATIONS

Performance evaluations shall be completed for all reserve personnel annually.
Performance evaluations for Executive Staff Officers shall be completed promptly by
the appropriate reserve supervisor serving as the rater. Completed Executive Staff performance evaluations shall be forwarded to Reserve Forces Bureau in a timely manner.

For reserve company personnel, the Reserve Coordinator and the Reserve Captain shall jointly be responsible for ensuring that performance evaluations are completed in a timely manner. Reserve deputies shall be rated by their immediate reserve supervisors. The typewritten evaluation shall be submitted to the Reserve Coordinator in a format that meets Department standards. The signed original Performance Evaluation Form shall be retained in the unit’s personnel file of the reserve deputy. A copy shall also be provided to the reserve deputy. The following signatures are required for the Performance Evaluation Form:

- Employee – The reserve deputy being evaluated
- Rater – The supervisor who evaluated the reserve deputy.
- Reviewer – The Reserve Coordinator.
- Department Head – The Unit Commander.

5-14/00 DISCIPLINE POLICY FOR RESERVE PERSONNEL

Reserve deputies are sworn volunteers who assist the Sheriff in maintaining public safety and law enforcement services in the community. All reserve deputies are "at will" employees, meaning that they can be discharged from the Reserve Program by the Sheriff at any time and for any reason.

Any incident involving alleged misconduct, either on or off-duty, may result in an administrative investigation. The investigation may be conducted by the Internal Affairs Bureau or by the reserve’s unit of assignment at the discretion of the Unit Commander. Reserve Forces Bureau does not conduct investigations unless the reserve is assigned to the Headquarters Company or is directed to do so by Department Executives.

The Reserve Integrity Unit may also investigate such matters. Investigation by the Reserve Integrity Unit may be requested by a Unit Commander by directing a request to the Reserve Forces Bureau Unit Commander. Investigation by the Reserve Integrity Unit may also be initiated by the Reserve Forces Bureau Unit Commander.

Unit Commanders retain full authority over and responsibility for the performance of all reserve deputies assigned to them. This includes authority to administer all discipline. Reserve Assistant Sheriffs, Chiefs, and Commanders are under the direct supervision of the Reserve Forces Bureau.

5-14/10 AUTHORITY FOR DISCIPLINE

Disciplinary actions within the authority of the Unit Commander are as follows:

- Written reprimand.
- Education Based Discipline.
- Suspension from duty for a determined period, including surrender of credentials.
and weapons privileges.

- Reduction in rank.
- Termination.

5-14/20 UNIT LEVEL DISCIPLINE

When misconduct or unsatisfactory performance is alleged against a reserve deputy and the Unit Commander determines that an investigation or inquiry is appropriate, the Reserve Coordinator, or other supervisor, may be directed to investigate the allegation in accordance with the Manual of Policy and Procedures.

5-14/30 APPEAL OF UNIT LEVEL DISCIPLINARY ACTION

A reserve deputy may request an appeal of the disciplinary action from the Unit Commander.

5-15/00 TRANSFERS

Reserve deputies requesting a transfer to another company shall complete a Transfer Request Form and submit it to their current Reserve Coordinator. The current Unit Commander, the requested company Unit Commander and the Reserve Forces Bureau Unit Commander shall each approve or disapprove the request. If the request is disapproved by any of these three (3) Unit Commanders, a copy shall be returned to the reserve deputy with the reason for the denial. The transfer shall not become effective until all of these actions have been completed.

5-16/00 LEAVE OF ABSENCE

Reserve deputies may be granted a leave of absence for up to one hundred eighty (180) days at the discretion of the Unit Commander, or designee. Any request for a leave of absence in excess of the one hundred eighty days shall be reviewed by the Reserve Forces Bureau Unit Commander to determine the feasibility of the reserve remaining in the program.

A reserve deputy requesting a leave of absence shall prepare a Leave Of Absence Request Form. The completed form shall be directed to the Unit Commander then forwarded to the Reserve Forces Bureau Unit Commander. A copy shall be retained in the reserve’s unit personnel file.

If such a leave of absence is one hundred eighty (180) days or less, the Unit Commander, or designee, shall take custody of all Sheriff’s Department identification card, badges, county weapon(s) and concealed weapons permit, and shall secure them in the Watch Commander’s safe at the unit.

If the leave of absence is more than one hundred eighty (180) days, the Unit Commander, or designee, shall take custody of all Sheriff’s Department identification card, badges, county weapon(s) and concealed weapons permit. These items shall be processed as follows:
• County weapons shall be returned to the Central Supply and Logistics Unit and receipt obtained.
• Uniform badge, flat badge, identification card and concealed weapons permit shall be returned to Reserve Forces Bureau and a receipt obtained.

At the conclusion of any extended leave of absence, reserve deputies shall contact Reserve Forces Bureau regarding re-issuance of credentials and equipment. Returning reserve deputies shall also satisfactorily complete all weapons qualifications and training requirements before returning to any law enforcement assignment.

5-17/00 RETIREMENT

When a reserve deputy chooses to no longer participate in the Reserve Program, they may “RETIRE” from county service and receive retirement credentials etc., similar to a full-time deputy. Retirement policies for reserve deputies are as follows:

5-17/10 RESERVE DEPUTY RETIREMENT

A reserve deputy may retire with Sheriff’s Department credentials after completion of fifteen (15) continuous years of satisfactory service as a reserve deputy. If a reserve deputy has transferred from another agency to this Department prior to retirement, previous years of service as a reserve deputy with that agency will be credited toward Sheriff’s Department retirement, provided the last five (5) years of service are with this Department. The rank shown on the retirement credential will be the highest rank ever held by the reserve with the Sheriff’s Department throughout his/her career as a reserve deputy, regardless of rank at the time of retirement. Time spent as a full-time deputy does not count toward reserve retirement credit.

Reserve deputies may receive retirement credentials regardless of age or length of service if they are injured on duty and can no longer perform the duties of a reserve deputy. Any exceptions to the above policy will be at the sole discretion of the Sheriff.

When a reserve deputy requests retirement, the deputy shall contact the Reserve Coordinator who shall complete a Cancellation of Commission Form. After the form is completed, it will be sent to Reserve Forces Bureau. It shall be placed in an abeyance file pending proof of the return of all Department equipment, including any issued weapons, badges, concealed weapons permits, and identification cards. The Cancellation of Commission Form and a receipt from the Central Supply and Logistics Unit for all equipment and weapons shall be turned in to Reserve Forces Bureau. When this process is complete, Reserve Forces Bureau shall order the retirement credentials from Personnel Bureau. Personnel Bureau will contact the reserve deputy directly when the credentials are available. The reserve deputy will pick up the credentials from Personnel Bureau.
Should there be a conflict between the dates of service a retiree indicates and those reflected in the personnel file, documentation verifying the correct dates shall be submitted by the reserve deputy.

The retiree’s active credentials, badges and concealed weapons permit must be submitted to Reserve Forces Bureau before any retirement credentials are ordered. The remainder of issued county equipment will be returned to the Central Supply and Logistics Unit as outlined in the Department’s Policy and Procedures Manual Section 3-02/170.05, Termination Process for Reserve Deputies.

Reserve deputy retirement credentials are property of the Sheriff’s Department and shall be surrendered upon request.

**5-17/20 CERTIFICATE OF APPRECIATION**

A reserve deputy who resigns after five (5) years of continuous service may receive a Certificate of Appreciation. Reserve deputies who must resign earlier, due to ill health, change of residence, or other factors, may also be issued a Certificate of Appreciation. In all cases wherein a Certificate of Appreciation is requested, a memorandum requesting the certificate shall be initiated by the unit of assignment to the Unit Commander of Reserve Forces Bureau.

**5-17/30 CONCEALED WEAPONS PERMITS FOR RETIRED RESERVES**

Any Level I–D and I-ND reserve deputy who anticipates retirement and is a resident of Los Angeles County may apply for a Concealed Weapons Permit as a part of the retirement process. All applications shall be submitted to and processed by Reserve Forces Bureau.

Retired reserve deputies who become civilian volunteers shall not carry concealed weapons while working as civilian volunteers for the Department.

**5-18/00 UNIFORMS AND EQUIPMENT**

Uniforms and equipment worn by reserve deputies while performing general law enforcement duties shall comply with the Sheriff’s Department Uniform Policy as set forth in the Manual of Policy and Procedures.

**5-19/00 RESERVE INSPECTIONS**

In order to ensure compliance with Sheriff’s Department policies and procedures, annual inspections shall be conducted. Upon notification from the respective station or unit, a representative from Reserve Forces Bureau will meet with the Reserve Coordinator(s) and conduct a review of the Reserve Program. The inspection process includes, but is not limited to the following:

- Personnel files.
• Training.
• POST and Department mandates.
• Compliance of monthly hours worked.
• Recruitment.

An inspection report and memorandum detailing the results of the inspection shall be prepared and distributed to the Unit Commander and Division Chief of the respective station or unit by Reserve Forces Bureau.

5-19/10 ANNUAL COMPANY UNIFORM AND EQUIPMENT INSPECTIONS

An annual uniform and equipment inspection of each reserve company may be scheduled at the request of the Reserve Coordinator. The uniforms for inspection shall be at the option of the Reserve Coordinator.

5-19/20 NON-SCHEDULED UNIFORM AND EQUIPMENT INSPECTIONS

Non-scheduled inspections may be conducted by the concerned Reserve Coordinator or Watch Commander prior to units or individuals going on duty. Such inspections shall encompass the reserve deputy’s personal appearance and any equipment required for the assignment.

5-20/00 DAMAGED PERSONAL PROPERTY OF RESERVE PERSONNEL

Reimbursement to reserve deputies for any damaged, destroyed or lost personal equipment must be authorized by the Board of Supervisors. Refer to the Manual of Policy and Procedures for specifics on this process.
CHAPTER 6

MOUNTED PROGRAMS
Chapter 6
Mounted Programs

6-00/00 INTRODUCTION

The Sheriff’s Department currently maintains two separate mounted programs supervised by Reserve Forces Bureau. They include the Sheriff’s Mounted Posse and the Mounted Search and Rescue Team. Each program has reserve deputies assigned to it. Participants in these programs shall own a horse or mule and have access to a horse trailer. Any deviation from the use of a horse or mule for mounted program duties shall be at the discretion of the Sheriff, or his designee.

6-01/00 RESERVE FORCES BUREAU EQUESTRIAN SUPERVISOR

The Reserve Forces Bureau Equestrian Supervisor is a full-time Bonus I Deputy assigned to Reserve Forces Bureau and reports directly to the Reserve Forces Bureau Unit Commander. The Reserve Forces Bureau Equestrian Supervisor is responsible for ensuring consistency, training, and safety for all bureau mounted personnel and their equine partners. In addition, he is responsible for the direct supervision of the Sheriff’s Mounted Posse and Mounted Search and Rescue Team. The Reserve Forces Bureau Equestrian Supervisor shall work closely with the Sheriff’s Mounted Posse Reserve Chief in all matters concerning the Posse.

The Reserve Forces Bureau Equestrian Supervisor, at the direction of the Unit Commander, shall have the final decision making authority (through the chain of command) regarding any policy directly relating to Reserve Forces Bureau supervised equestrians and equestrian equipment.

6-02/00 SHERIFF’S MOUNTED POSSE

The Sheriff’s Mounted Posse is made up of reserve deputies and equestrian civilian volunteers. Full-time deputies may also become “Associate Members” of the Posse with the written approval of their respective Unit Commanders. There are currently seven (7) Posse units within the Department. They include:

- Altadena Station
- Antelope Valley (based at Palmdale Station)
- Industry Station
- Lomita Station
- San Dimas Station
- Santa Clarita Station
- Temple Station
6-02/10 MISSION

The mission of the Sheriff's Mounted Posse is to represent the Sheriff of Los Angeles County in continuing the long tradition of providing mounted Department members in those situations requiring the expertise of trained horse riders. Typical assignments include:

- Community Fairs
- Equine Displays
- Parades
- Youth Activity League Events
- Searches (at the direction of the Equestrian Supervisor)
- Beach Patrol
- Shopping Center Parking Lots
- Rural Mountain Areas

6-02/20 OPERATIONS

Reserve deputies who are members of the Sheriff's Mounted Posse must comply with applicable guidelines established by the Commission on Peace Officer Standards and Training (POST) as well as their individual unit level certifications as determined by their Reserve Coordinator and/or Team Captain.

The ultimate responsibility for how Sheriff’s Mounted Posse resources are deployed rests with the Unit Commander of each station that maintains a Posse unit. The versatility of Posse units affords the Unit Commander the ability to utilize their resources based on the station’s particular needs and the uniqueness of the patrol area.

Equestrian civilian volunteers may be assigned to any Posse unit. Due to the fact that they receive limited training, Posse civilian volunteers serve as “eyes and ears” for sworn personnel in the same way “Volunteers on Patrol” work in support of patrol station units. Equestrian civilian volunteers are encouraged to enhance their training and to apply to become reserve deputy sheriffs.

Whenever Posse members are deployed, they must notify their respective Reserve Coordinator. In the event Posse members from one unit are requested to assist in a deployment at another station, they shall notify their own respective Reserve Coordinators.

Sheriff’s Mounted Posse assistance is available to those stations not having a Posse unit, based on personnel availability. Any request for such assistance must be made via an interoffice memorandum from the Unit Commander of the requesting station, to the Reserve Forces Bureau Unit Commander. The request must include details regarding the requested assistance. The Reserve Forces Bureau Unit Commander shall determine those Posse units which are appropriate and available for such a deployment. Requests for deployment for Sheriff's Mounted Posse personnel shall be
reviewed by the Bureau Equestrian Supervisor at Reserve Forces Bureau in order to ensure proper assignment of mounted resources.

A Posse unit may be commanded by either a sworn Posse reserve captain or a team leader who is an equestrian civilian volunteer. Those Posse members trained as Level III, Level II or Level I reserve deputies may also be deployed to assignments which do not require their equestrian skills, based on their unit level certifications.

6-02/30 TRAINING

Ongoing training of Posse members is essential to maintaining a consistent level of professionalism. Any deputy sheriff, reserve deputy sheriff or equestrian civilian volunteer must successfully complete the Department’s Mounted Proficiency Test prior to riding an equine representing the Sheriff’s Department. Posse members must successfully pass the Mounted Proficiency Test on each equine they ride for the Department. Within twelve (12) months of passing the Mounted Proficiency Test, Posse members must complete the forty (40) hour Basic Mounted Course, however, prior to completion, members may deploy on a limited basis with the approval of the Reserve Forces Bureau Equestrian Supervisor.

Posse members may participate in Posse rides and approved mounted training prior to completion of the above requirements. Reserve deputy Posse members must also comply with the requirements for Continuing Professional Training (CPT) as established by the Commission on Peace Officer Standards and Training (POST) guidelines. The current POST requirement is twenty-four (24) hours every two (2) years.

The decision as to whether or not an individual Posse member is qualified to be deployed to an assignment is at the discretion of the Reserve Forces Bureau Equestrian Supervisor and the Unit Commander. The Reserve Coordinator or Volunteer Coordinator may, in cooperation with the leadership of the affected Posse unit, make recommendations to the Unit Commander in such matters.

All Posse members are encouraged to participate in ride-alongs with full-time deputies in patrol cars for as minimum of twenty-four (24) hours. Such ride-alongs will familiarize Posse members with Sheriff’s Department activities and procedures.

6-02/31 TRAINING INSTRUCTORS

All training instructors used by Posse units must be pre-approved by the Reserve Forces Bureau Equestrian Supervisor. A written request shall be submitted for each training at least thirty (30) days prior to the training date. The request shall have the instructor’s name, unit of assignment, location of training, date and time.
6-02/40 SHERIFF MOUNTED POSSE UNIFORMS

There are four (4) uniforms approved for use by the Sheriff’s Mounted Posse. They include:

- Formal Uniform (Reserve)
- Work Uniform (Reserve)
- Formal Uniform (Volunteer)
- Work Uniform (Volunteer)

6-02/41 MOUNTED POSSE FORMAL UNIFORM (RESERVE)

The Formal Uniform for reserve deputies shall consist of the following:

- Hat - Green Felt Campaign Hat. (FOR USE AS COLOR GUARD ONLY) The Green Felt Campaign Hat is approved for wear with the Class “A” uniform only and may be worn for formal events.
- Hat - Straw Hat. The approved Straw Hat is a Stetson Carson Comfort 81 Natural SS81608136CRCMKH.
- Shirt – Class “A” Long Sleeve Shirt. The Class “A” shirt shall be as indicated in the Department Manual of Policy Procedures under Section 3-03/410.05 “Class “A” Uniform Shirt.” The Class “A” shirt shall be worn complete with badge, name tag and regulation shoulder patches.
- Pants – Green Jeans. Levi’s Saddleman Boot Jeans or J.C. Penney (Big Mac brand, work wear catalog), or Horace Small Brand, five pocket western style pants, loden green in color.
- Jacket – Department Issued Jacket. The jacket shall be the Department issued jacket.
- Boots – Western Boots. The boots shall be western style, plain and black or brown in color, either pull-on or lace up, highly polished.
- Gun Belt – Sam Browne. The gun belt shall be the Department issued leather Sam or Sally Brown. Gun belts may be worn by sworn and reserve personnel only.
- Badge – Metal Uniform Badge. The badge shall be the metal Department issued badge and shall be worn over the left breast pocket attached to the badge holder of the shirt.
- Name Tag – Metal Uniform Name Tag. The name tag shall be the standard Department issued metal name tag, worn with the top edge centered, parallel and even with the lower upper border seams of the right shirt pocket flap.
- Uniform Pin - Gold Cross Saber Insignia. Sheriff’s Mounted Posse members are authorized to wear the metal Gold Crossed Saber Insignia Pin only after successful completion of the forty (40) hour Basic Mounted Course. It shall be worn centered above the right breast pocket. The bottom of the insignia should be one half inch above the top of the pocket.
6-02/42 MOUNTED POSSE WORK UNIFORM (RESERVE)

The Work Detail Uniform for reserve deputies shall consist of the following:

- **Hat - Straw Hat.** The approved Straw Hat is a Stetson Carson Comfort 81 Natural SS81608136CRCMKH.
- **Shirt - Class “B” Long Sleeve or Short Sleeve Shirt.** The Class “B” shirt shall be as indicated in the Department Manual of Policy Procedures under Section 3-03/410.05 “Class “B” Uniform Shirt.” The Class “B” shirt shall be worn complete with sewn on cloth badge, sewn on cloth name tag and regulation shoulder patches.
- **Shirt – Green Polo Shirt.** (ONLY WORN WITH THE PERMISSION OF THE OFFICER IN CHARGE) The green polo shirt shall be the Department approved solid green pullover long or short sleeve shirt with a collar and a two or three-button front. This shirt shall have a yellow (gold) embroidered badge surrounded with the words "Los Angeles County" above and "Sheriff's Department" below, silk screened replicas of the official shoulder patches, and the word "SHERIFF" on the back. All lettering shall be yellow (gold). The employee's surname shall be embroidered on the right breast area.
- **Pants – Green Jeans.** Levi's Saddleman Boot Jeans or J.C. Penney (Big Mac brand, work wear catalog), or Horace Small Brand, five pocket western style pants, loden green in color.
- **Boots – Western Boots.** The boots shall be western style, plain and black in color, either pull-on or lace up, highly polished.
- **Gun Belt – Sam Browne.** The gun belt shall be the Department issued leather or nylon Sam or Sally Brown. Gun belts may be worn by sworn and reserve personnel only.

6-02/43 MOUNTED POSSE FORMAL UNIFORM (CIVILIAN VOLUNTEER)

The Formal Uniform for civilian volunteers shall consist of the following:

- **Hat - Straw Hat.** The approved Straw Hat is a Stetson Carson Comfort 81 Natural SS81608136CRCMKH.
- **Shirt – White Button-Down Shirt.** The formal shirt shall be a white, long or short sleeve button-down uniform type (cotton/polyester, permanent press) with shoulder epaulets, official volunteer shoulder patches, and two (2) breast flap closed pockets.
- **Pants – Blue Jeans.** Levi's Saddleman Boot Jeans or J.C. Penney (Big Mac brand, work wear catalog), or Horace Small Brand, five pocket western style pants, non-faded blue in color.
- **Jacket – Department Issued Jacket.** The jacket shall be the Department issued navy blue jacket. It shall be light weight nylon (spring and summer) or heavy weight with quilted lining, (fall and winter). The jacket will have official volunteer shoulder patches on both sides at the shoulder seam.
- **Boots – Western Boots.** The boots shall be western style, plain and black or brown in color, either pull-on or lace up, highly polished.
• Name Tag – *Cloth Name Tag*. The name tag shall be the standard Department name tag, blue in color.
• Uniform Pin - *Gold Cross Saber Insignia*. Sheriff’s Mounted Posse members are authorized to wear the metal Gold Crossed Saber Insignia Pin only after successful completion of the forty (40) hour Equestrian Class. It shall be worn centered above the right breast pocket. The bottom of the insignia should be one half inch above the top of the pocket.

6-02/44 MOUNTED POSSE WORK UNIFORM (CIVILIAN VOLUNTEER)

The Work Uniform for civilian volunteers shall consist of the following:

• Hat - *Straw Hat*. The approved Straw Hat is a Stetson Carson Comfort 81 Natural SS81608136CRCMKH.
• Shirt – *Tan Polo Shirt*. The tan polo shirt shall be plain tan, short sleeve. The shirt will have silk screen official volunteer shoulder patches on both sides at the shoulder seam. Members name may be embroidered above right pocket area.
• Pants – *Blue Jeans*. Levi’s Saddleman Boot Jeans or J.C. Penney (Big Mac brand, work wear catalog), or Horace Small Brand, five pocket western style pants, non-faded blue in color.
• Boots – *Western Boots*. The boots shall be western style, plain and black or brown in color, either pull-on or lace up, highly polished.

6-02/50 INSPECTION LAYOUT EQUIPMENT

The following equipment is required for the Inspection Equipment Layout for each member of the Sheriff’s Mounted Posse:

• Ground Cover - One ground cover (6 x 8 feet) with the color being blue for civilian volunteer and green for sworn.
• Fence Tool - One fence tool or “Leatherman” type tool.
• Canteen - One canteen or water bottle.
• Slicker or Poncho - One slicker or one poncho.
• Lariat - One lariat or rope -25 feet in length.
• First Aid Kit - One first aid kit.
• Lace Strip - One rawhide or nylon lace strip (3' long).
• Shovel - Shovel (minimum length 36”) or entrenching tool.
• Hatchet or Axe - One hatchet or one axe.
• Water Bucket - One water bucket.
• Flashlight - One flashlight with fresh batteries.
• Flares - Six emergency flares.
• Compass - One compass with tie down string.
• Whistle - One whistle.
• Baton - One baton (PR-24) or mounted horse baton. (Sworn Only)
• Fire extinguisher - One fire extinguisher per trailer.
- Rake - One metal rake.
- Broom - One broom.
- Notebook and Pencil - One notebook and one pencil.
- Field Interview Report Forms - One pad of Field Interview Report Forms (F.I.R).
- Protective Hoof Wear – Such as “Easy” boots.
- Flagging Tape.
- Gloves.
- Glow Sticks.
- Hoof Pick.
- Signal Mirror.
- Space Blanket (2).
- Toilet Paper.
- Snack/Energy Food.

6-03/00 MOUNTED SEARCH AND RESCUE TEAM

The Sheriff’s Mounted Search and Rescue Team is made up of personnel from the Mounted Enforcement Detail, Sheriff’s Mounted Posse as well as direct assignment to MSAR. Members can be full-time sworn, reserve level I, II or III and civilian volunteer specialists.

6-03/10 MISSION

The mission of the Sheriff’s Mounted Search and Rescue Team is to represent the Sheriff of Los Angeles County in continuing the long tradition of providing mounted Department members in those situations requiring the expertise of trained horse riders in a search environment. Typical search assignments include:

- Urban
- Rural
- Prisoner Escapee (SWORN ONLY)
- Missing Person
- Evidence
- Suspect (SWORN ONLY)

6-03/20 OPERATIONS

Requests for the services of the Mounted Search and Rescue Team should be directed to the Reserve Forces Bureau Equestrian Supervisor. After hours request should be directed to Sheriff’s Headquarters Bureau.

6-03/30 TRAINING

Applicants to the Mounted Search and Rescue Team are required to successfully pass the Sheriff’s Department Mounted Proficiency Test prior to deployment. Applicants must
also obtain the National Association for Search and Rescue Certification at the SARTECH II level (or equivalent). They must also pass the ten (10) hour POST certified Man Tracking Course as well as the Wilderness First Aid Training Course. Additional on-going training is required as needed. Examples of this training include, but are not limited to:

- Map and Compass
- Basic Knot Tying
- Evidence Collection
- Packing of Equipment on Horseback
- Rope Skills (low angle)
- Horsemanship

6-03/31 TRAINING INSTRUCTORS

All training instructors used by the Mounted Search and Rescue Unit must be pre-approved by the Reserve Forces Bureau Equestrian Supervisor. A written request shall be submitted for each training at least thirty (30) days prior to the training date. The request shall have the instructor’s name, unit of assignment, location of training, date and time.

6-03/40 SHERIFF MOUNTED SEARCH AND RESCUE UNIFORM

There are two (2) uniforms approved for use by the Mounted Search and Rescue Team. They include:

- Work Uniform (Reserve)
- Work Uniform (Volunteer)

6-03/41 MOUNTED SEARCH AND RESCUE WORK UNIFORM (RESERVE)

The Work Uniform for reserve deputies shall consist of:

- **Hat** – *Baseball Hat or Helmet.* The Mounted Search and Rescue hat shall be the LASD/MSAR baseball style cap, green with tan bill, with name on back or the Seers Helmet with communication gear.
- **Shirt** – *Class “B” Long Sleeve Shirt.* The Class “B” shirt shall be long sleeve type as indicated in the Department Manual of Policy Procedures Section 3-03/410.05 “Class B Uniform Shirt.” The Class “B” shirt shall be worn complete with sewn on cloth badge, cloth name tag and shoulder patches.
- **Pants** – *Green Jeans.* Levi’s Saddleman Boot Jeans or J.C. Penney (Big Mac brand, work wear catalog), or Horace Small Brand, five pocket western style pants, loden green in color.
- **Jacket** – *Department Issued Jacket.* The jacket shall be the Department issued jacket.
- **Boots** – *Western Boots.* The boots shall be western style, plain and black in color,
either pull-on or lace up, highly polished.

- Gun Belt – *Sam Browne*. The gun belt shall be the Department issued leather or nylon Sam or Sally Brown. Gun belts may be worn by sworn and reserve personnel only.

**6-03/42 MOUNTED SEARCH AND RESCUE WORK UNIFORM (VOLUNTEER SPECIALIST)**

The Work Uniform for Civilian Volunteer Specialist shall consist of the following items:

- **Hat** – *Baseball Hat or Helmet*. The Mounted Search and Rescue hat shall be the LASD/MSAR baseball style cap, green with tan bill, with name on back or the Seers helmet with communication gear.
- **Shirt** – *Class “B” Long Sleeve Shirt*. The Class “B” shirt shall be long sleeve type as indicated in the Department Manual of Policy Procedures Section 3-03/410.05 “Class B Uniform Shirt.” The Class “B” shirt shall be worn complete with sewn on cloth badge, cloth name tag and shoulder patches.
- **Pants** – *Green Jeans*. Levi’s Saddleman Boot Jeans or J.C. Penney (Big Mac brand, work wear catalog), or Horace Small Brand, five pocket western style pants, loden green in color.
- **Jacket** – *Department Issued Jacket*. The jacket shall be the Department issued jacket.
- **Boots** – *Western Boots*. The boots shall be western style, plain and black in color, either pull-on or lace up, highly polished.

**6-03/50 OPTIONAL MOUNTED SEARCH AND RESCUE TEAM UNIFORM ITEMS**

The following items are approved for use by the Mounted Search and Rescue Team.

- **Rain Jacket** – *Department Issued Rain Jacket*. The rain jacket shall be a short-style jacket, made of coated nylon, yellow in color, black Tricot foam lining in collar, snaps on collar to attach hood, storm flap, side openings with a hook and loop closure, vented back, and take-up snaps on sleeves.
- **Coat** – *Western Style Duster*. The inclement weather coat shall be a loden or hunter green in color western style duster, in cotton canvas, plastic/nylon or olskin. Cotton canvas can be treated to make a rain coat/slicker. The duster shall be complete with sewn-on shoulder patches.
- **Leg Protection - Chaps/Chinks*. In the event that there are searches or other deployments in areas of heavy brush, inclement weather, or in post-fire patrols, Mounted Search and Rescue Team members may utilize chaps, chinks, or some form of leg protection to protect their legs and uniforms from damage or injury. The leg protection should be of a non-ornate type, in brown leather, or if available, loden green leather. These items shall only be worn when the Incident Commander or Unit Commander approves them as part of the Uniform of the Day.
CHAPTER 7

SEARCH & RESCUE
Chapter 7
Search and Rescue

7-00/00 SEARCH AND RESCUE RESPONSIBILITY

The Sheriff is responsible for all search and rescue incidents within Los Angeles County.

California Government Code Section 26614 (Duties) states in part:
“The Board of Supervisors of a county may authorize the Sheriff to search for and rescue persons who are lost or are in danger of their lives within or in the immediate vicinity of the county.”

Los Angeles County Code Section 2.34.040 (Search and Rescue Duties) states in part:
“In addition to the duties prescribed in Section 2.120.070 of this code, the Sheriff shall search for and rescue persons who are lost or in danger of their lives within or in the immediate vicinity of the County.” (Ord. 9000 / 1, 1966: Ord. 4099 Art. 22 / 314.6, 1942)

Although the Sheriff is ultimately responsible for all search and rescue operations within the county, the Sheriff’s Department and Los Angeles County Fire Department have entered into a Memorandum of Understanding for the purposes of ensuring timely searches, recovery, quality medical care and transport of critically ill or injured persons. A Joint Agency Task Force has been established to ensure cooperation and efficiency between the two agencies.

Los Angeles County Joint Agency Emergency Medical Service and Search and Rescue Task Force Mission Statement states in part:
“The mission of the Joint Agency Task Force is to provide safe, efficient and rapid responses to medical emergencies, search and rescue operations or related emergencies requiring the use of EMS, air ambulance and/or rescue resources.”

The Los Angeles County Sheriff’s Department / Los Angeles County Fire Department Memorandum of Understanding states in part:
“The Los Angeles County Sheriff’s Department recognizes the Los Angeles County Fire Department as the primary EMS provider in the unincorporated areas of Los Angeles County and in the cities served by the Fire Department. The Los Angeles County Fire Department recognizes the Los Angeles County Sheriff’s Department as a significant EMS resource to be utilized in specialized areas and during major incidents and disasters. This includes the EMS role of the Los Angeles County Sheriff’s Department in search and rescue operations and as a primary EMS aircraft service provider with supporting EMS responsibility.”

The Memorandum of Understanding further clarifies that the Sheriff’s Department is primarily responsible for all technical aspects of rescues while the Fire Department acts as the lead emergency medical provider.
7-01/00 SEARCH AND RESCUE PERSONNEL

Search and Rescue Teams are comprised of reserve deputies and civilian volunteer specialists. There are no full-time sworn personnel on the Search and Rescue Teams. There are eight (8) teams, which are based out of Sheriff's stations that border the mountainous areas of Los Angeles County as well as at Catalina Island. They include:

- Altadena
- Antelope Valley (Lancaster Station)
- Avalon
- Malibu
- Montrose (Crescenta Valley Station)
- San Dimas
- Santa Clarita
- Sierra Madre (Temple Station)

The teams respond to search and rescue calls and also assist other agencies in the mountainous areas where a technical response is needed. In addition, the Search and Rescue Teams respond to Transit Services Bureau emergencies as they are trained and equipped for operations in underground environments.

7-01/10 SEARCH AND RESCUE EXECUTIVE STAFF

The Search and Rescue Executive Staff consists of the Search and Rescue Reserve Chief, Reserve Commanders, Secretary and Treasurer. In addition, the following specialized positions are established for the Search and Rescue Teams:

- Search and Rescue Executive Staff Adjutant
- Training Committee Chairperson
- Equipment Committee Chairperson
- Medical Committee Chairperson

7-01/20 SEARCH AND RESCUE EXECUTIVE STAFF ADJUTANT

The Search and Rescue Executive Staff Adjutant is appointed by the Search and Rescue Executive Staff. The duties of this position are to perform administrative duties assigned by the Executive Staff. Appointees to this position serve for a term of one year.

7-01/30 TRAINING COMMITTEE CHAIRPERSON

The Training Committee Chairperson is appointed by the Search and Rescue Executive Staff. The duties of this position include, but are not limited to, the following:

- Ensuring and documenting that all personnel are compliant and current with established Department Performance Guidelines.
- Meeting regularly with training representatives from all Search and Rescue Teams.
Examining and periodically updating the Performance Guidelines as needed.
- Coordinating county-wide training for all teams.
- Advising the respective Search and Rescue Reserve Commanders concerning training issues which affect the Search and Rescue Teams.

**7-01/40 EQUIPMENT COMMITTEE CHAIRPERSON**

The Equipment Committee Chairperson is appointed by the Search and Rescue Executive Staff. The duties of this position include, but are not limited to, the following:

- Ensuring that all Search and Rescue Teams are using equipment which has been certified for such use by the Equipment Committee.
- Maintaining a process for testing and certifying new equipment for use in rescue operations.
- Meeting regularly with equipment representatives from all Search and Rescue Teams.
- Maintaining a list of needed equipment for submittal to Reserve Forces Bureau.
- Assisting Reserve Forces Bureau in identifying needed equipment during annual budget cycles.

**7-01/50 MEDICAL COMMITTEE CHAIRPERSON**

The Medical Committee Chairperson is appointed by the Search and Rescue Executive Staff. The duties of this position include, but are not limited to, the following:

- Ensuring that all search and rescue personnel hold current and valid Emergency Medical Technician Licenses.
- Working closely with the Reserve Forces Bureau Search and Rescue Sergeant in maintaining the Department’s Emergency Medical Technician Program.
- Ensuring compliance with requirements of the Department of Health Services.
- Meeting regularly with medical representatives from all Search and Rescue Teams.
- Keeping the Medical Committee informed of new requirements, procedures and scopes of practice.
- Meeting with representatives from the Department of Health Services as necessary.

**7-01/60 SEARCH AND RESCUE TEAM MEMBERS**

The Search and Rescue Teams consist of Full Team Members and Support Team Members. Each team consists primarily of Level II reserve deputies and is permitted to have six (6) civilian volunteer specialist positions. If the Unit Commander deems it necessary, additional civilian volunteer specialist positions may be added with the concurrence of the Search and Rescue Reserve Chief and Reserve Forces Bureau Unit Commander.

**7-02/00 TEAM MEMBER PROCESS**

The first step in becoming a Search and Rescue Team member is for the prospective
candidate to make an appointment to meet with the Station Reserve Coordinator. During this meeting, the Reserve Coordinator will give the prospective candidate a brief synopsis of the requirements needed to become a Full Team Member. Should the prospective candidate wish to proceed with the selection process, the Reserve Coordinator will invite the prospective candidate to an orientation during one of the team meetings, where they will have the opportunity to speak with current Full Team Members and obtain further information about the requirements to complete the application process.

There are two avenues to become a Search and Rescue Team Member; reserve deputy and civilian volunteer specialist.

The first step in the process to become a reserve deputy is for the prospective candidate to fill out a Department Reserve Deputy Application, which can be obtained from Reserve Forces Bureau or on-line at the Reserve Forces Bureau website (http://www.lasdreserve.org). The reserve deputy application process includes a written test, background investigation, psychiatric evaluation, polygraph test and completion of the Level III, Level II, or Level I reserve academies.

During the background portion of the application process, the candidate may become a temporary civilian volunteer specialist by applying to the Department’s Community Law Enforcement Partnership Program Unit. As a civilian volunteer specialist, the candidate may now participate with the team in training prior to becoming a reserve deputy.

After completing the reserve academy, the candidate must obtain an Emergency Medical Technician (EMT) license, if they do not already have one. To obtain an EMT license, the prospective candidate must first attend any EMT course and pass the National Registry Test. Once that is done, the prospective candidate must bring the paperwork to Reserve Forces Bureau to be fingerprinted via “Livescan” and cleared through the Department of Justice and Federal Bureau of Investigation. Once cleared, Reserve Forces Bureau, which is a State Certifying Entity, can certify the candidate and issue an EMT license. Lastly, the candidate must complete the Sheriff Department’s basic and advanced mountaineer training encompassing the twenty-six (26) performance guidelines listed in this chapter.

Although becoming a reserve deputy is strongly encouraged, it is possible for a prospective candidate to become a Full Team Member without becoming a reserve deputy by becoming a civilian volunteer specialist. However, there are a very limited number of Full Team Member civilian volunteer specialist positions available. To qualify for this position, the candidate must demonstrate extreme physical fitness, mountaineering abilities and certifications coupled with years of experience. To be appointed as a permanent Full Team Member civilian volunteer specialist, the candidate’s qualifications must be reviewed and approved by the Search and Rescue Executive Staff, Station Unit Commander, and the Reserve Forces Bureau Unit Commander.
7-02/10 FULL TEAM MEMBERS

Full Team Members are reserve deputies or civilian volunteer specialists who hold current Emergency Medical Technician Licenses, have completed the team’s mountaineering training, and passed a field test administered by the Team Training Officer. The Team Training Officer may then certify the candidate as a Full Team Member. All Full Team Members shall be able to successfully perform all skills outlined in the Performance Guidelines listed in Appendix #2 of this manual. These skills must be demonstrated recurrently every 24-month period, with documentation being placed in their station personnel file. All written and field test documentation by Training Team Staff is to be kept in a training file. The names of all members who have passed the Team Test shall be submitted to Reserve Forces Bureau. An audit system shall be implemented to ensure all team members are current with updating as required.

All Full Team Members, including both reserve deputies and civilian volunteer specialists, are covered by workman’s compensation identical to the coverage of regular deputies per Manual of Policy and Procedures Section 4-19/015.00 and Volunteer Coordinator Manual Section 14.

7-02/20 SUPPORT TEAM MEMBERS

Support Team Members can be a civilian volunteer specialist or a reserve deputy. Their primary function is to provide logistical support for the Search and Rescue Teams. They are generally people who have not completed mountaineering training qualifying their assignment to the field. A Support Team Member may be a Full Team Member who is no longer field capable or a non-trained civilian volunteer specialist who is a member of the team in a supporting role. Support Team Members shall not have patient contact unless they are licensed Emergency Medical Technicians. Typical assignments could be, but are not limited to the following:

- Logistical Support
- Command Post Duties
- Equipment Transportation
- Personnel Transport
- Equipment Maintenance
- Role-Players for Training Scenarios

7-02/30 CIVILIAN VOLUNTEER SPECIALISTS

Civilian volunteer specialists can be either Full Team Members or Support Team Members, depending on their level of training. Each Search and Rescue Team is limited to six (6) civilian volunteer specialists. Per Section 14 of the Volunteer Coordinator Manual, civilian volunteer specialists are entitled to workman’s compensation due to the hazardous nature of their job. This requires that a current authorization card be on file in the Community Law Enforcement Partnership Program (CLEPP) office. The standard Department injury reports (SHAD -92) should be filled out in the event of an injury to a civilian volunteer specialist. Civilian volunteer specialists are authorized to operate county vehicles under normal driving conditions. Only civilian
volunteer specialists who have attended EVOC training may drive “Code 3” if emergent conditions require it.

7-03/00 EQUIPMENT AUDITS AND INSPECTIONS

Each Search and Rescue Team shall be subject to an annual equipment audit and inspection. This audit and inspection should be scheduled to coincide with each station’s annual Command Inspection. Any deficiencies shall be documented in writing and submitted to the Search and Rescue Reserve Chief.

7-04/00 PERFORMANCE GUIDELINES

The Performance Guidelines listed in Appendix #2 have been developed to serve as training principles for each of the Search and Rescue Teams. These guidelines provide the Search and Rescue Teams with a minimum consistent level of training (See Appendix #2 which lists the 24 month recertification of the performance guidelines that are mandatory for each team member to pass).

The Performance Guidelines do not provide operational requirements or procedures for actual search and rescue missions. Such operational procedures are to be left to the discretion of personnel at the scene of the search or rescue. It is recognized that there are many different ways to accomplish the skills represented by these guidelines and that each of the eight teams have developed various methods of applying the skills and techniques outlined.

All teams are encouraged to teach methods of improvisation to accomplish the skill identified in each guideline, recognizing that actual field rescue conditions may differ significantly from those presented in instructional situations. Accordingly, nothing in these guidelines shall prevent a team from developing a unique method of training, providing that the intent of the guideline is met. Nor shall any part of the guidelines imply that a team or its members are prevented from instructing or performing at higher levels of expertise than is outlined.

7-05/00 SEARCH AND RESCUE SUPERVISORY RESPONSIBILITY

When a search or rescue operation is initiated, the station on-duty Watch Commander shall be responsible for the overall command of the operation. The Watch Commander is not required to respond to the command post and may delegate the “hands-on” operations to a subordinate full-time sworn sergeant or deputy. However, the Watch Commander retains all responsibility for ensuring timely notifications, the outcome of the operation and deactivation of the Search and Rescue Team(s).

When a search or rescue operation is expanded beyond the resources of one Search and Rescue Team, the Watch Commander shall ensure that the highest ranking full-time deputy on-scene acts as the Operations Coordinator. If there is more than one deputy on-scene, such as when two team Reserve Coordinators have responded etc., and neither of them is a sergeant, the Watch Commander shall assign a station sergeant to respond to the command post and assume the duties of Operations
Coordinator. In such a case, the full-time deputy who was acting as the Operations Coordinator shall assume the role of Assistant Operations Coordinator.

7-05/10 SEARCH AND RESCUE CHAIN OF COMMAND

The Search and Rescue chain of command is listed below. Each position except Watch Commander, which is described above, is individually covered later in this chapter.

- Incident Commander (Station Watch Commander)
- Operations Coordinator (Reserve Coordinator Sergeant)
- Assistant Operations Coordinator (Reserve Coordinator Deputy)
- Operations Leader (Search and Rescue Team Leader)
- Field Team (Search and Rescue Team Members)

7-05/20 OPERATIONS COORDINATOR

The Operations Coordinator is the highest ranking full-time sworn deputy on-scene and is usually the responding team’s Reserve Coordinator or Assistant Coordinator. The Operations Coordinator is responsible for implementing and managing the search and rescue mission. Other duties include, but are not limited to:

- Organizing overall strategy with the assistance of the Operations Leader.
- Verifying mission assignments as developed by the Operations Leader.
• Requesting additional resources.
• Managing personnel and other assets.
• Coordinating with other agencies.

Should the Watch Commander assign a higher ranking deputy or sergeant to the position of Operations Coordinator, the current Operations Coordinator shall assume the role of Assistant Operations Coordinator.

7-05/30 ASSISTANT OPERATIONS COORDINATOR

The Assistant Operations Coordinator shall be subordinate to the Operations Coordinator and assist with duties as directed by the Operations Coordinator or Watch Commander. Should the Operations Coordinator have less expertise in the area of search and rescue than the Assistant Coordinator, the Assistant Coordinator may perform the duties of the Operations Coordinator under their supervision.

7-05/40 OPERATIONS LEADER

The Operations Leader is the Search and Rescue Team member who will be the point of contact with the Operations Coordinator. This position is usually held by the most experienced member of the Search and Rescue Team and is appointed by the Search and Rescue Team Reserve Captain with the concurrence of the Reserve Coordinator. The duties of this position include, but are not limited to the following:

• Assisting the Operations Coordinator in managing the search and rescue mission utilizing Incident Command and Unified Command Systems as needed.
• Develop mission strategies and field team deployments.
• Advise and update the Operations Coordinator of the actions of field teams.
• Advise the Operations Coordinator of any additional resources needed.

Due to the highly technical nature of the Operations Leader position, it is strongly recommended that they attend the forty (40) hour “Search Function, Direction and Control” class offered by the California Emergency Management Agency.

7-06/00 DEPLOYMENT

Each Search and Rescue Team shall, at the discretion of the Station Unit Commander, deploy every weekend in order to be able to respond quickly to any search or rescue incident. These deployments shall be as two-person units. However, deployed units shall not be utilized as general law enforcement patrols or be “dispatchable” as primary response units. They may be utilized for back-up or assistance requests.

7-07/00 ACTIVATIONS

Every Search and Rescue Team activation should be treated as an emergency regardless of the information received. Therefore, every effort should be made to page the Search and Rescue Team in a timely manner. Upon becoming aware of a possible search or rescue, the station desk shall activate the team to allow them time to
mobilize. The station desk may simultaneously send a field unit or supervisor to verify the emergency, but shall not wait to notify the search and rescue team as this will cause a significant delay in their deployment. The station desk should first page the team then send a unit to verify if necessary. It is better to call the team and then cancel their deployment than to delay the notification.

Example:
A mother calls the station stating that her son is very late returning home or is missing after telling her he was going hiking on Mount Wilson. Even if there is no additional information, CALL OUT A TEAM! Remember, a team deployment can always be cancelled, but the time lost to a delayed notification may make the difference between life and death for the victim.

Many Search and Rescue Team members monitor fire and US Forest Service radio channels and become aware of searches or rescues prior to the station desk. A team member who becomes aware of a search or rescue should contact the station desk as soon as possible. Once notified, the desk shall page the team without delay to facilitate a timely response.

7-08/00 NOTIFICATIONS

Upon the activation of a Search and Rescue Team, the following notifications shall be made by the station desk.

- Station Watch Commander
- Station Watch Sergeant
- Station Reserve Coordinator/ Assistant Reserve Coordinator
- Special Enforcement Bureau, Emergency Services Detail
- Aero Bureau
- Sheriff’s Headquarters Bureau
- Emergency Operations Bureau Duty Sergeant or Department Operations Center if activated.

In addition, while responding to the incident, the Operations Leader shall notify the SEB/ESD Desk (240D) via the Special Unit Dispatch radio frequency (SUD) of the Search and Rescue Team deployment. The Operations Leader shall provide as much detailed information regarding the incident as is available at the time.

7-08/10 DEPARTMENTAL OPERATIONS LOG ENTRIES

Anytime a Search and Rescue Team is activated, it shall be the responsibility of the station Watch Commander or designee to initiate a Departmental Operations Log Entry by contacting the Sheriff’s Headquarters Bureau Desk. In the event of an “Out of County” request for Mutual Aid, it shall be the responsibility of the Emergency Operations Bureau Duty Sergeant to make the Departmental Operations Log Entry.
Note:
(It should be noted that in the near future the Department will operate a full-time (24/7) Department Operations Center (DOC). Once the DOC is fully operational, all Department Operations Log Entries will be made through the DOC.)

At the conclusion of the incident, a deactivation/disposition Departmental Operations Log Entry shall be made outlining the outcome of the search or rescue and indicating the name of the station Watch Commander who authorized the deactivation of the Search and Rescue Team(s).

7-09/00 REQUESTING ADDITIONAL RESOURCES

Should the search and rescue incident require additional teams or resources, the Operations Coordinator shall request the station desk to contact the Emergency Operations Bureau Duty Sergeant. Emergency Operations Bureau will coordinate the deployment of all additional resources, including additional Search and Rescue Teams.

7-10/00 OTHER AGENCY INTERACTION

The fact that another agency, such as the Los Angeles County Fire Department or California Highway Patrol, is on scene and has stated they “will handle” does not suggest that the Search and Rescue Team activation should be cancelled. It is often the case that the other agency will begin to handle the search or rescue only to find that they do not possess the needed resources. Therefore, no Search and Rescue Team activation shall be cancelled based on the fact that another agency is on scene. Neither the County Fire Department nor the California Highway Patrol or any other agency has authority over Sheriff’s Department resources and all decisions regarding Search and Rescue Team activations and deactivations shall be made by Sheriff’s Department supervisors.

7-11/00 DEMOBILIZATION

Search and Rescue Team activations shall only be cancelled by the Operations Coordinator with the concurrence of the Operations Leader, ESD Duty Sergeant (when present) and the approval of the on-duty Watch Commander.

7-12/00 OUT-OF-COUNTY MUTUAL AID REQUESTS

Should the Sheriff’s Department Search and Rescue Team’s assistance be requested by an out-of-county agency (such as Yosemite National Park) the following procedures shall apply:

- The out-of-county agency shall contact Cal-EMA (California Emergency Management Agency) to initiate the request.
- Cal-EMA shall contact the Department’s Emergency Operations Bureau.
- EOB shall conduct a “countywide page” of all Search and Rescue Teams.
- The team representative, usually the Team Captain, of each Search and Rescue Team shall identify how many team members are available to respond then relay that information to EOB even if no team members are available.
- EOB shall notify Cal-EMA of the number of Search and Rescue Team members responding.
- Search and Rescue Team members shall respond to the command post of the requesting agency as a team and not individually unless there are emergent circumstances that can be articulated to justify individual responses.
- No search and rescue personnel shall respond to an out-of-county operation until a Cal-EMA mission number has been assigned.

Emergency Operations Bureau should ensure that a full-time deputy or sergeant (usually one of the Search and Rescue Team Reserve Coordinators or Assistant Coordinators) accompanies the team members to the requesting agency’s command post as the Sheriff’s Department supervisor. Should none of the Reserve Coordinators or Assistant Coordinators be available to respond, EOB should contact the Reserve Forces Bureau Search and Rescue Sergeant to arrange for a Department supervisor to accompany and supervise the team members.
APPENDIX 1

RESERVE PROGRAM FORMS
THIS SPACE RESERVED
FOR THE RESERVE PROGRAM
FORMS SECTION

(THE FORMS ARE CURRENTLY BEING UPDATED)
PURPOSE AND INTENT OF PERFORMANCE GUIDELINES

These Performance Guidelines have been developed to serve as Performance Guidelines for each of the reserve and/or volunteer Search and Rescue Teams within the Los Angeles County Sheriff's Department. The Performance Guidelines have been developed to provide the Los Angeles County Sheriff's Department Search and Rescue Teams with a minimum consistent level of training for the teams and their individual members. The Performance Guidelines do not provide operational requirements or procedures for actual rescue or search missions. Such operational procedures are to be left to the discretion of personnel at the scene of the search or rescue.

It is recognized that there are many different ways to accomplish the skills represented by these Performance Guidelines and that each of the eight teams have developed various methods of applying the skills and techniques outlined in these Performance Guidelines.

All teams are encouraged to teach methods of improvisation to accomplish the performance identified in each guideline, recognizing that actual field rescue conditions may differ significantly from those presented in instructional situations.

Accordingly, it is specifically acknowledged that nothing in these guidelines shall prevent a team from developing a unique method of training which should include these Performance Guidelines. Nor shall any part of these Performance Guidelines imply that a team or its members are prevented from instructing or performing at higher levels of expertise than is outlined in these Performance Guidelines as they have been designed to provide the minimum performance standards.

These guidelines were developed by the consensus method with the participation of all Los Angeles County Sheriff's Department Search and Rescue Teams.
**ANCHORS**
Performance Guideline #1

**Given:** Appropriate hardware, software, and edge protection.

**Performance:** Using the given equipment, the rescuer will properly establish safe anchors utilizing natural and artificial resources.

The rescuer will demonstrate and explain the proper application and selection of anchors for the following situations:

- Self-equalizing (load sharing)
- Tensionless
- Multi-point
- Single-point
- Snow and Ice (see snow and ice guideline)

**Learning Resources:**


**ASCENDING**
Performance Guideline #2

**Given:**  
Rope  
Ascending devices  
Prusik  
Appropriate personal safety equipment  
Belay system (including all hardware and software to build the system)

**Performance:** Using the given equipment, the rescuer will ascend a free-hanging rope in a safe manner fifty (50) feet, passing a knot.

The rescuer will demonstrate and explain the proper ascending techniques using available devices, including but not limited to prusiks and/or approved hard ascenders. An appropriate safety system is to be utilized incorporating two points of harness contact to the rope maintained at all times.

**Learning Resources:**


BELAY TECHNIQUES
Performance Guideline #3

Given:  Rope
Webbing
Load release system
Tandem prusik
Friction or other belay device
Carabiners
Appropriate personal safety equipment

Performance: Using the given equipment, the rescuer will properly belay an appropriate rescue load, explaining techniques for hand placement and proper commands.

The rescuer will safely belay a load up and down a minimum of fifty (50) feet including a knot pass, using proper techniques and commands with given hardware and rope. The rescuer will demonstrate how to secure the belay.

Learning Resources:


CLIFF HANGER
Performance Guideline #4

**Given:**  Rope
           Webbing
           Victim harness and helmet
           Appropriate system hardware
           Appropriate personal safety equipment
           Appropriate communication equipment

**Performance:** Using the given equipment, the rescuer will perform a safe extraction of a victim.

The rescuer will utilize an appropriate rescue system and utilize proper communication to secure a cliffhanger victim. The rescuer must utilize, apply or fabricate an appropriate victim harness and evacuate the victim to safety.

**Learning Resources:**


Given: Dynamic Rope
   Hardware Belay System
   Appropriate personal safety equipment
   Appropriate communication equipment

Performance: Using the given equipment, the rescuer will demonstrate proficiency in basic climbing techniques.

Utilizing proper commands, the rescuer will perform the following basic climbing techniques over a distance of thirty (30) feet on a near vertical (not lead climb) surface.

   Climb with belay
   Downclimb with belay

The rescuer will demonstrate proper climbing and belaying techniques.

Learning Resources:


**EMERGENCY LOCATOR TRANSMITTER**  
**PERSONAL LOCATOR BEACON (ELT/PLB)**  
Performance Guideline #6

**Given:**  
- ELT/PLB direction finder  
- Test frequency transmitter  
- GPS  
- Map(s)  
- Compass  
- Plotting materials  
- Appropriate communications equipment

**Performance:** Using the direction finder, the rescuer will plot three (3) bearings of signals. These bearings should incorporate various locations, terrains, and obstacles from various locations incorporating different terrain and obstacles. The rescuer will also describe the basic workings of the sending and receiving devices for locating signals from a downed aircraft or active PLB.

The rescuer will be familiar with the ELT receiver controls, set up, functions, parts, operation, and maintenance and be able to identify limitations of the ELT direction finder equipment.

**Learning Resources:**

*Air & Ground Direction Finding*, 1999 (Rev. 1), Bruce Gordon. L-Tronics.  
[http://www.ltronics.com/lhtm-1.htm](http://www.ltronics.com/lhtm-1.htm)

*Basic ELT Location Course*, Bruce Gordon, L-Tronics.

**Given:** Emergency Medical Technician Student Manual  
Pre-Hospital Care Manual  
Emergency Medical Technician Equipment (as approved by the Search and Rescue Staff and Medical Committee)

**Performance:** Using the given equipment and reference material, the rescuer will successfully complete an Emergency Medical Technician (E.M.T. - B) course and maintain current certification as outlined by the Los Angeles County Sheriff's Department and Department of Health Services.

**Note:** Registered Nurses, Physician Assistants, and Physicians are required to attend a 24 hour refresher course as soon as possible upon membership in a Search and Rescue Team and every two years after or challenge the National Registry EMT exam and comply with the Los Angeles County certification process.

Using the given equipment and reference material, the rescuer will demonstrate the proper use of all medical equipment utilized by the rescuer's team as approved by the Los Angeles County Sheriff's Department and Department of Health Services.

The rescuer will maintain acceptable proficiency in all Search and Rescue EMT skills.

The rescuer will be able to correctly complete the Los Angeles County EMS Report (H-1993 76E48).

**Learning Resources:**


*Pre-Hospital Care Manual*, Los Angeles County Department of Health Services.
Given:  Search and rescue equipment currently in use by the Search and Rescue Teams
       Recommended personal equipment list

Performance: The rescuer will be familiar with the current search and rescue equipment as used by their team.

The rescuer will be familiar with and demonstrate the proper use, care and application of all equipment carried by their team.

Learning Resources:


Fundamentals of SAR, (2005), NASAR.
**HELITAC**  
Performance Guideline #9

**Given:** Helicopters from all agencies that would be used in operations by the rescuer’s team.

**Performance:** The rescuer will be able to safely work around all helicopters and perform required duties including loading and off-loading, patient handling, and itter and sling operations.

The rescuer will perform:

- Basic helicopter operations including ground support functions
- Rapelling
- Raising, or "horse-collar" evacuation applications
- Hover-loading applications
- Proper helitac communications (refer to Communications Standard)

**Learning Resources:**


Given: Los Angeles County Sheriff's Department Incident Command System Procedures Manual

Performance: The rescuer will be able to explain and demonstrate a basic understanding of the functions of the command and general staff as they apply to search and rescue incidents.

The rescuer will describe the basic duties and responsibilities of command and general staff functions on an organizational chart and illustrate the application of the Incident Command System to search and rescue incidents.

Learning Resources:

*Introduction to Incident Command System - ICS 100, FEMA/Emergency Management Institute.*  [http://training.fema.gov/EMIWeb/IS/is100.asp](http://training.fema.gov/EMIWeb/IS/is100.asp)


**KNOTS**
Performance Guideline #11

**Given:**
- 2 Ropes
- 1 Webbing
- 1 Carabiner

**Performance:** The rescuer will tie each of the knots used by their team in a timely manner. The rescuer will recognize and explain the use of the following knots commonly used in rescue situations.

- Overhand Knot
- Square Knot
- Figure-8
- Figure-8 on a bight
- Figure-8 follow-through
- Double loop figure-8
- Bowline
- Bowline on a coil
- Butterfly Knot
- Double Fisherman's Knot
- Double Sheet Bend
- Prusik Knot
- Water Knot
- Tensionless Hitch
- Bowline on a bight

**Learning Resources:**


**LITTER RIGGING & TENDING**  
Performance Guideline #12

**Given:** Litters: metal basket type/plastic type  
Rope  
Rigging hardware and software  
Equipment for pre-rigged or improvised systems

**Performance:** Using the given equipment, the rescuer will properly rig litters for various applications utilizing pre-assembled and improvised rigging.

The rescuer will set up the proper litter rigging for low angle (vertical litter) and high angle (horizontal litter) evacuations, including attendant tie-in, patient packaging and connecting to the main system.

**Learning Resources:**


LOWERING SYSTEMS
Performance Guideline #13

**Given:**  Rope
Prusik(s) or similar approved friction device(s)
Carabiners
Proper communications
Edge protection
Appropriate personal safety equipment
Appropriate ancillary hardware and software

**Performance:**  Using the given equipment, the rescuer will lower an appropriate load, for a given distance, smoothly and safely, using proper communication and passing a knot.

The rescuer will demonstrate safe and controlled lowering of an appropriate load for a minimum distance of fifty (50) feet, passing a knot and using an accepted lock-off technique for the friction device and utilizing proper communication.

**Learning Resources:**


Given: Topographic maps
Altimeter
Map tools
Compass
GPS Unit

Performance: Using the given equipment, the rescuer shall be able to orient and read a map and give location in both UTM and latitude/longitude coordinates.

The rescuer will:

- Read a map, including map symbols
- Orient a map
- Explain the nomenclature of the compass
- Take and plot a bearing on a map
- Take and plot a bearing in the field
- Determine the rescuer's location on a map and in the field
- Explain and demonstrate the difference between true and magnetic north
- Communicate map location and give the altitude of the location
- Explain the differences in map scales
- Explain the differences between UTM and latitude/longitude coordinates
- Demonstrate the use of a GPS unit

Learning Resources:


RAISING SYSTEMS
Performance Guideline #15

Given: Rope
Prusik(s) or similar approved hard ascenders
Pulleys
Anchor(s)
Proper communication equipment
Carabiners
Load release system
Edge protection
Appropriate personal safety equipment

Performance: Using the given equipment, the rescuer will properly rig a suitable (3:1 or better) mechanical advantage system for the given load. The rescuer will utilize the system to raise an appropriate load for a distance of fifty (50) feet, pass a knot and utilize proper communication.

The rescuer will demonstrate the use of a load release hitch in the system and explain the dynamics, including the impact of changes in direction of mechanical advantage in the system. The load shall be raised safely in a controlled manner for a distance of fifty (50) feet with a change of direction and passing a knot.

Learning Resources:


Given:  Ropes
      Approved friction device
      Anchor
      Appropriate hardware and software
      Appropriate personal safety equipment

Performance:  Using the given equipment, the rescuer will perform a controlled rappel
utilizing proper communications.

The rescuer will demonstrate a safe and controlled rappel, including utilizing proper
communications, in the following conditions:

      Knot pass on a rappel
      Free rappel (example: bridge or helicopter)
      High angle (mountain cliff or building face)
      Tie off during a rappel

Note:  Rappel may include the use of self or assisted belays.

Learning Resources:

Company.

Mountaineering - The Freedom of the Hills, 7th Edition (2003), Steven Cox, Kris
Fulsaas.  The Mountaineers.

Press.

Rappelling, 9th Printing (1996), Tom Martin.  SEARCH.
RIVER CROSSING
Performance Guideline #17

Given:  Appropriate personal water safety equipment
       Ropes
       Appropriate hardware and software
       Litter
       Proper communications equipment

Performance:  Using the given equipment, the rescuer will describe basic river water
hydraulics and potential hazards.  The rescuer will perform a safe river crossing for both
victims and rescuers.

The rescuer will also demonstrate basic river crossing techniques and safety protocols,
including, but not limited to:

- High-line to move personnel with, or without, a litter
- Pendulum crossing and rescue
- Defensive/Offensive swimming techniques
- Line throw apparatus
- Tension diagonal
- Various group crossing techniques
- Water safety protocols and techniques
- Proper water safety equipment and systems will be utilized

Learning Resources:

Company.

Mountaineering - The Freedom of the Hills, 7th Edition (2003), Steven Cox, Kris
Fulsaas. The Mountaineers.

Ray. Appalachian Mountain Book Club.
**ROPE MANAGEMENT**  
Performance Guideline #18

**Given:**  
- Ropes  
- Edge protection  
- Rope stuff bag

**Performance:** Using the given equipment, the rescuer will explain and demonstrate proper use, care and deployment of rescue rope.

The rescuer will demonstrate and explain the care, use and deployment of rescue rope in the following techniques for rope care and storage.

- Cleaning  
- Mountaineers coil  
- Maintenance  
- Chain coil  
- Marking and identifying  
- Stuff bag  
- Inspection

The rescuer will explain the working strengths and properties of rescue rope.

**Learning Resources:**


SEARCH
Performance Guideline #19

Given: LASD Search and Rescue Circumstance Form
      Appropriate communications equipment

Performance: The rescuer will have a basic understanding of the components and
             type of search, including, but not limited to:

             Initiating a search
             Search strategy, tactics and tasks
             Familiarity with search probability (including victim behavior and probability of
detection) (POD)
             Informant interview techniques
             Point last seen (PLS)
             Scene preservation
             Search team briefing and debriefing
             Search resources

The rescuer will have a basic understanding of search theory, gathering information,
preserving a search scene, interviewing of informants, briefing the Incident Commander
and field search teams, debriefing field search teams upon completion of their
assignments, and requesting additional resources.

Learning Resources:

Search Is An Emergency: Field Coordinator's Handbook For Managing Search

Fundamentals of SAR, (2005), NASAR. www.nasar.org
Given: Search dog lecture
Search dog printed learning materials
Types of search dogs

Performance: Utilizing the given material, a member of the Search Dog Team will explain and demonstrate how the search dogs are utilized for search operations.

The rescuer will be able to identify the types and uses of search dogs, their activation, logistical needs, methods of deployment, scent article collection and preservation.

Learning Resources:


SNOW AND ICE TRAVEL
Performance Guideline #21

Given: Snow shoes and skis
Crampons
Ice Axe
Shovels
Rope
Avalanche probes/beacons
Appropriate personal safety equipment and clothing

Performance: Using the given equipment, the rescuer will demonstrate the proper application and technique for:

- Route finding
- Snow footwear
- Anchors (demonstrating familiarity with various types of natural and artificial anchors)
- Traveling in snow or ice fields
- Self-arrest and belay
- Avalanche awareness
- Avalanche beacon use and recovery
- Use of snow probes

The rescuer will display an awareness of snow search conditions and demonstrate proper techniques and application of traversing, ascending, descending, self-arrest, and recovery.

Learning Resources:


SURVIVAL
Performance Guideline #22

**Given:** Personal equipment and clothing carried in the field.

**Performance:** The rescuer will explain and demonstrate survival skills in extreme conditions (snow, rain, wind and heat) to include, but not limited to:

- Shelters
- Nourishment
- Environmental awareness
- Personal equipment utilization
- Basic mental survival skills

The rescuer will have an understanding of improvising shelters for a range of extreme conditions.

The rescuer will demonstrate the acquisition of water and fire starting skills in extreme environmental conditions.

The rescuer will explain potential problems that might be encountered in extreme environmental conditions that can affect the rescuer or victim.

**Learning Resources:**


Given:  Writing materials  
Flagging tape  
Tracking stick  
Measuring device  
Proper communications equipment  
Lighting source  
Track Record Form  
GPS

Performance:  The rescuer will be able to explain and demonstrate the following:

  Track identification  
  Step-by-step tracking  
  Jump tracking  
  Tracking teams  
  Track preservation  
  Confinement

The rescuer will successfully track (utilizing step-by-step and jump tracking techniques) a human subject through various types of terrains for a reasonable distance in daylight and night conditions. The rescuer shall identify, record, and communicate the description of the track.

Learning Resources:


Given: Truck winch used by the rescuer's team
    Whistle
    Rope
    Knot-passing pulley
    Radio
    Hardware

Performance: The rescuer will properly set up and operate the winch assembly and capstan. The rescuer will explain the uses and limitations of the winch operation.

The rescuer will demonstrate, as applicable, the winch set up and operation including:

    Truck and winch positioning
    Boom and "A" frame deployment
    Proper use of the Power Take Off (PTO)
    Set up of safety systems
    Set up of communications specific to the winch operation

Learning Resources:


The Rescue Team's Instruction Guide for the specific vehicle and winch operation.
COMMUNICATIONS
Performance Guideline #25

Given: Sheriff's hand-held UHF radio
     Whistle
     Mirror
     Sheriff's mobile UHF radio
     Team VHF and UHF radios

Performance: The rescuer will explain how to use the Sheriff and team radios and will demonstrate the use of a signal mirror and whistle including the whistle commands for stop, up, and down and explain how each is used in search and rescue operations.

The rescuer will explain how to use the Sheriff's UHF radio, how to use the repeat and direct mode, and how to establish communications with the Sheriff’s Communications Center, Air Rescue 5, and utilize the rescuer's local tactical frequencies.

The rescuer will demonstrate river rescue and helicopter hand signals.

Learning Resources:


Fundamentals of SAR, (2005), NASAR. www.nasar.org
Given:  Sheriff’s hand held radio
   Whistle
   Brush gear (with appropriate undergarments)
   Helmet
   Fire shelter
   Eye protection
   Appropriate footwear
   Appropriate face mask (including shrouds or fire-rated balaclava)
   Personal first aid kit
   Water
   FOG manual or equivalent
   Current weather forecast(s)
   Appropriate area maps
   Standard navigation equipment

Performance:  The rescuer will explain basic wildfire behavior and concepts including how weather, topography, time of day, terrain, and Wildland-Urban Interface (I-Zone) will affect evacuations and personnel safety.

The rescuer will possess an understanding of wildland fire safety concepts and their applicability during evacuations or search and rescue operations.

The rescuer will demonstrate or explain, Sheriff’s station or Department protocols, team mobilization, fire-ground ICS and communications protocols, and evacuation procedures.

The rescuer will demonstrate proper usage of the Fire Shelter.

The rescuer will explain how to triage and assist in preparing a structure.

Guideline:  Student should receive initial training covering:

   Basic concepts of wildland fires (S-190 and S-130 or equivalent)
   Fuel, topography & weather
   Fire behavior
   Safety on wildland fire incidents
   10 Standard Fire Orders
   LCES
   18 watchout situations
   Fire Shelter care and use
   Preparedness
The rescuer will demonstrate an understanding of evacuation concepts appropriate to wildfire situations including:

- Shelter in place
- Structure triage and preparation
- Mandatory vs. voluntary evacuation

The rescuer will understand issues affecting search and rescue operations in wildfire environments.

**Note:** The rescuer should participate in refresher training in the above areas at least every two (2) years.

**Learning Resources:**

*National Interagency Fire Center (NIFC).* Various safety information and training materials.


