

	<b>LANE COUNTY SHERIFF'S OFFICE POLICY</b>	Number: <b>G.O. 10.13</b>
		Issue Date: January 28, 2014
		Revision Date: January 29, 2014; March 31, 2017
<b>CHAPTER: Specialized Operations</b>		Related Policy: G.O. 1.03 (General Rules Concerning Firearms), G.O. 1.04 (Firearms Proficiency), G.O. 1.05 (Authorized Weapons, Ammunition and Carrying Devices)
<b>SUBJECT: Special and Honorary Deputy Sheriffs</b>		Related Laws:

**POLICY:** The Sheriff or designee may appoint an individual as an Honorary Deputy Sheriff or a Special Deputy Sheriff who is authorized to perform specific duties.

**RULE:** Only the Sheriff or designee may appoint a Special or Honorary Deputy.

**DEFINITIONS:**

1. Honorary Deputy Sheriff is a ceremonial title bestowed on an individual. This title does not provide any law enforcement authority or functional capacity on behalf of the Sheriff.
2. Special Deputy Sheriff is a person authorized by the Sheriff to perform a special, specific function on behalf of the Sheriff or the Sheriff's Office.

**PROCEDURE:**

- I. Honorary Deputy Sheriff
  - A. The Honorary Deputy Sheriff is a non-law enforcement individual appointed by the Sheriff.
  - B. The Honorary Deputy Sheriff is not authorized to act on behalf of the Sheriff and, therefore, is not subject to the usual duties, privileges, requirements or responsibilities of a Deputy Sheriff.
  - C. The title is ceremonial only and normally bestowed upon an individual in order to show the merited respect of the Sheriff's Office. The title does not provide or authorize any law enforcement authority.
  - D. The Honorary Deputy Sheriff may be issued a Sheriff's Office star badge that contains the words, "Honorary Deputy Sheriff".

- E. The Honorary Deputy Sheriff will not be issued any Sheriff's Office equipment or uniforms, other than a badge.
- F. The Honorary Deputy Sheriff Appointment form will be filled out for each Honorary Deputy Sheriff and retained by the Sheriff's Office.
- G. The Honorary Deputy Sheriff Appointment form will not be filed with the County Clerk.

## II. Special Deputy Sheriff

- A. A Special Deputy Sheriff is appointed by the Sheriff to perform a special, specific function on behalf of the Sheriff and/or Sheriff's Office.
- B. All authorizations or provisions by the Sheriff to Special Deputies will be documented on the Special Deputy Appointment form. The Special Deputy appointment form will be retained by the Sheriff's Office.
- C. Special Deputy Appointments that will have enforcement authority will be sworn in and take the Oath of Office. Special Deputy Appointments with enforcement authority will have their Special Deputy Appointment form filed with the County Clerk.
- D. The Sheriff or designee may change the functions and/or duties of the Special Deputy Sheriff during the term of the Sheriff by informing the Special Deputy Sheriff and completing a new Special Deputy Appointment form.
- E. The Special Deputy Sheriff may be issued a Sheriff's Office star badge based on specific functions and/or specialized duties and will be issued a commission card that contain the words, "Special Deputy Sheriff". Sheriff's Posse may be issued an authorized posse badge.
- F. The Special Deputy Sheriff is subject to all of the policies and procedures of Sheriff's Office when acting in the capacity of a Special Deputy or on behalf of Sheriff's Office.
- G. The Special Deputy Sheriff will not normally be issued any Sheriff's Office equipment or uniforms, other than a badge and commission card. Sheriff's Office uniforms and equipment will only be allowed for specific functions as authorized by the Sheriff or designee.
- H. Firearm qualifications will be on a semi-annual basis and be scheduled at the discretion of the Range Master. The ability for a Special Deputy Sheriff to appear in public while carrying a firearm is subject to specific authorization of the Sheriff and G.O. 1.03. Special Deputies must carry proper identification when carrying a firearm.

- I. Special Deputies are not authorized to conduct any law enforcement or Sheriff's Office business other than that authorized by the Sheriff at the time of appointment.