

SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION

BYLAWS

(Ratified 3 May 2010)

To be a member of the Sutter County Sheriff's Reserve Association you must be at least 21 years of age and assigned to either the road patrol division or boat patrol division of the Sutter County Sheriff's Department

To be a road patrol reserve or a boat patrol reserve you must be a member of the reserve association.

We are a non-profit organization that carries a Board of Directors and/or Officers. The definition of these titles are as follows:

President- To run the meeting agenda and oversee that all policies, both departmental and association, are met by members. He/She is also to be the bridge between the association members and department administration, working next to the Reserve Coordinator.

Vice-President- To fill-in for the President if the President is unable to attend the meetings, or is unable to fulfill the term. He/She is also responsible for being an advisor to the President as necessary.

Secretary- To keep official minutes of the meetings, and proper documentation of members present and absent, then report to both the President and the Association monthly. To keep records and documentation of the organization (excluding treasury) as necessary.

Treasurer- To keep accurate records of incoming and outgoing funds: to include dues, fund-raisers, association expenses, patrol equipment, etc. All monies are to be reported monthly to both the President and the Association.

Sergeant at Arms- To keep control of the meeting and flowing as smoothly as possible. To settle any disruptions and/or disturbances. He/She is to be respected in a professional manner.

**** The above board members are ELECTED every two years (elections to be held on even number ending years, ie 2010, 2012, etc), elections to be held at the November meeting by the Association members, and are installed at the January meeting of the following year.**

Squad Leaders- To oversee and be responsible for the members of their assigned squad. To direct squad functions and participation for their members. To know or to find out why members of their squad were absent from a meeting or function and report it to the board and secretary. Squad Leaders are responsible to coordinate and prepare dinner for the association meeting utilizing the help of the rest of their squad. The duties of the dinner preparation will be rotated on a monthly basis. Squad Leaders may assign an Assistant Squad Leader as they see fit.

**** Squad Leaders are assigned by the President and Coordinator.**

Definition of member's responsibilities:

All members are responsible to be present at the association meeting, held on the first (1st) Tuesday of each month.

All members are responsible to be present at the scheduled training, held on the third (3rd) Tuesday of each month.

All members are to participate in at least two (2) special function activities per year and accept responsibilities for their share of event needs.

All members will comply with the Sutter County Sheriff's Department Reserve Operations Manual as approved by the Sheriff, and the Sutter County Sheriff Reserves Bylaws. Acknowledge of compliance is accomplished on page 6.

All members shall keep the Reserve Association advised of their correct address and telephone numbers at all times. Changes in address or telephone number shall be reported in Memo Form (see page 4) through the proper Chain of Command (see CHAIN OF COMMAND on page 3).

If you are unable to make an Association meeting, training or special function you have signed up for, notify your Chain of Command.

Unexcused absences will result in the following reprimands:

1. Verbal
2. Letter of reprimand (see example on page 5)
3. Up to and including recommendation for termination

Dues:

Dues for the Reserve Association will be collected on a quarterly basis. Dues will be payable at the first meeting of each new quarter: January – April – July – October. If dues are not paid by the third Tuesday (scheduled training night) they are considered late. The Squad Leader will be request to contact the Reserve personally and inform him/her that if dues are not received by the next meeting, the Reserve is in jeopardy of losing his/her patrol privileges. If the Treasurer does not receive the dues by the fourth Tuesday of that month, the Treasurer will send a written notice (by registered mail if necessary) of delinquency and possible adverse action that will be taken. If dues are not paid to the Treasurer by the second meeting of that quarter, the delinquent Reserve will be taken off the ride schedule immediately and remain off the ride schedule until the dues are paid. At this time, the Secretary will send another written notices (by registered mail if necessary) informing him/her of the action being taken against them. If dues are not paid to the Treasure by the end of that quarter, the Officers of the Association will submit a written request to the Sheriff (through the proper chain of command) that the Reserve in question be terminated for the good of the Association. The amount of the dues shall be set by the Officers of the Association and will be kept at a level to ensure that the Reserve Association remains solvent.

Temporary Assignments:

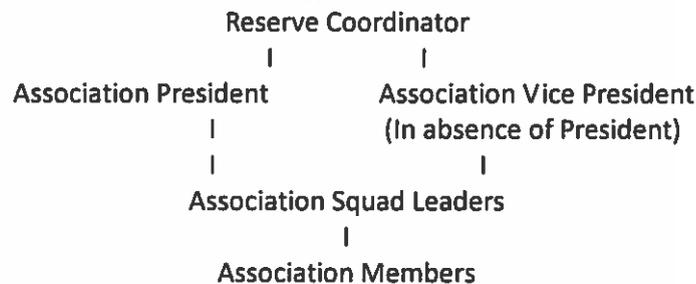
When on temporary assignment with the county, the Reserve **SHALL** remain an “active” member in the association. The Reserve is still responsible to attend all association meetings and functions. The Reserve also remains responsible for all quarterly dues.

Temporary assignments relieve you from road and boat rides, not from the association functions!

Definitions

Chain of Command:

The unbroken line of authority extending from Sheriff through a single subordinate at each level of level of command to the level of execution. The Chain of Command for the Reserve Association is as follows:



The Chain of Command is to be followed by ALL members to and including the board members.

May: Indicates that action is permissive.

Memo: A short official note, written as a reminder, see page 4 for an example

Shall/Will: Indicates that action is mandatory.

SUTTER COUNTY SHERIFF'S DEPARTMENT

MEMORANDUM

DATE:

MEMO TO:

MEMO FROM:

SUBJECT:

SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION
ADVERSE/DISCIPLINARY ACTION

DATE:

TO:

FROM:

This memo is to serve as a notice/reminder of your responsibility as a SCSO Reserve Deputy and a member of the association, to adhere to the accepted by-laws and regulations of this association.

This is the _____ (1st, 2nd, 3rd) notice you have received regarding this matter.

This memo is in regards to the following circumstances:

As a member of the Reserve Association you are responsible for compliance with the Sutter County Sheriff's Department Reserve Operations Manual, and the Sutter County Sheriff's Reserve Association's By-Laws. Copies of each of these have been provided to you, and you have signed a statement acknowledging compliance of these documents. Part of your duties as an Association member requires participation in Association functions, meetings and trainings. Inability to attend these functions requires proper notification.

Future notices may result in further disciplinary actions including suspension and possible termination.

Respectfully,

SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION

Operations Manual and Bylaws Acknowledgement

I _____ hereby agree to live and uphold the rules and
(print full name)
regulations of the Sutter County Sheriff's Reserves, as defined by the Sutter County Sheriff's Department
Reserve Operations Manual and the Sutter County Sheriff's Reserve Association Bylaws.

(Association Member Signature)

(Date)

(witness, printed name)

(witness signature)

Disposition: To be filed with the Reserve Coordinator.

Duties of the Sutter Sheriff Reserve Association Treasurer

The Treasurer is elected to office by the members during the open election. In the event the standing Treasurer cannot fulfill his/her duties, a Temporary Treasurer will be appointed by the Board of Directors and approved by the Coordinator.

The general duties of the office of the Treasurer are....

- 1) Monitor the financial health of the Sutter Sheriff Reserve Association
- 2) Pay bills that the Association incurs (for example)
 - a. California Reserve Peace Officer Association Dues (CRPOA)
 - b. Rental for Whitaker hall
 - c. Monthly dinner meetings
- 3) Receive all inbound payments (for example)
 - a. Pepsi machine at Whitaker hall
 - b. Dues from Association Members.
 - c. Fireworks Fund Raising.
- 4) Recommend "dues" structure to ensure the Association remains solvent
- 5) Prepare all financial documents (for example)
 - a. Tax documents for California.
 - b. Tax documents for IRS.
- 6) Prepare and recommend annual budget and expenditures.
- 7) Present to the membership a monthly general financial report, and annually submit to the membership a detailed financial report.

The specific duties of the office of the Treasurer are...

- "Pay bills that the Association incurs"

All Established bills, (such as CRPOA membership, Payment for Easter Egg Hunt Supplies, Whitaker hall rental fees, State & Federal taxes, etc), will be paid by the Treasurer upon receipt and the Association membership will be informed during the next meeting.

The Monthly dinner meeting expense should not exceed an average of five dollars per member. Special Meal Meetings, (i.e. Attendance of other Sutter Sheriff organizations, Christmas dinner, etc) will warrant a higher expenditure of funds. The Squad leaders will ensure that these budget restraints are followed for the monthly meal. Receipts for the meal will be presented to the Treasurer, and either cash will be paid out, or the Reserve member can accept credit to his "dues account" in lieu of payment.

All new expenditures of fifty dollars (\$50) or less will be approved by at least two (2) board of director members. These expenditures are normally spent on refreshments at Association's Special events, office supplies, etc.

All new expenditures of fifty one dollars or more will be approved by vote during any general membership meeting/event. Example of the normal expenditure and suggested amounts are...

- 1) Sponsorship in Cancer Walks, Diabetes Bike rides, \$100
 - 2) Sponsorship of Mel Good Tournament, \$100
 - 3) Donation to Wounded Warrior Project, \$100
 - 4) Morale expenditures (Card, flowers, etc, for birth, retirement, illness, etc) for Member/Member family , \$100
 - 5) Purchase of equipment to be used by the Association (amount approved by vote)
 - 6) Funding to offset attendance to annual CRPOA conference(amount approved by vote)
- "Recommend "dues" structure to ensure the Association remains solvent"

The average expenditure of monies for the Association is approximately \$144 a year (\$84 for CRPOA membership, and \$5 a month for meals) per member. Additionally, the Association pays for other events (Annual Easter Egg Hunt, and donations to approved events).

Presently, the annual sales of fireworks are the Associations main source of income, outside of the collection of dues. The staffing of the fireworks booth takes a minimum of 240 man-hours. With a membership of thirty reserves, this equates to a minimum of 8 man-hours per reserve. (This 240 man-hours, does not include initial inventory/receipt of the fireworks, attendance of the safety briefing, re-ordering of supplies, initial setup, return of unsold merchandise, etc). To encourage the fulfillment of responsibility to staff the fireworks booth, the suggested due structure is recommended as follows.....

Normal Dues: \$45 a quarter, \$180 a year.

Working eight hours in the fireworks booth, Dues: \$60 discount, or \$30 a quarter, \$120 a year.

Working 16 hours in the fireworks booth, Dues: \$120 discount, or \$15 a quarter, \$60 a Year.

Working 24 hours or more in the fireworks booth, Dues: \$180 discount, or in other words, dues are waived for the year.

As specified in the By-Laws, the payment of dues will be in timely manner, and due at the first Dinner meeting of each quarter, and is late if not paid before the second Dinner meeting of the quarter.

 IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

Date of this notice: 02-23-2009

Employer Identification Number:
26-4308649

Form: SS-4

Number of this notice: CP 575 E

SUTTER COUNTY SHERIFFS RESEVES
1077 CIVIC CENTER BLVD
YUBA CITY, CA 95993

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 26-4308649. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, *Tax Exempt Status for Your Organization*, has details on the application process, as well as information on returns you may need to file. To apply for formal recognition of tax-exempt status, most organizations will need to complete either Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, or Form 1024, *Application for Recognition of Exemption Under Section 501(a)*. Submit the completed form, all applicable attachments, and the required user fee to:

Internal Revenue Service
PO Box 192
Covington, KY 41012-0192

The Pension Protection Act of 2006 contains numerous changes to the tax law provisions affecting tax-exempt organizations, including an annual electronic notification requirement (Form 990-N) for organizations not required to file an annual information return (Form 990 or Form 990-EZ). Additionally, if you are required to file an annual information return, you may be required to file it electronically. Please refer to the Charities & Non-Profits page at www.irs.gov for the most current information on your filing requirements and on provisions of the Pension Protection Act of 2006 that may affect you.

To obtain tax forms and publications, including those referenced in this notice, visit our Web site at www.irs.gov. If you do not have access to the Internet, call 1-800-829-3676 (TTY/TDD 1-800-829-4059) or visit your local IRS office.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date **OCT 23 2011**

SUTTER COUNTY SHERIFFS RESERVE
ASSOCIATION
1077 CIVIC CENTER BLVD
YUBA CITY, CA 95993-3002

Employer Identification Number:
26-4308649
DLN:
17053026312041
Contact Person:
MAXWELL SULLIVAN ID# 31696
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
July 05, 1962
Contribution Deductibility:
Yes
Addendum Applies:
No

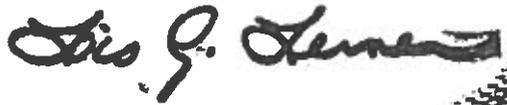
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

A. E. JUN 27 1962

435602

FILED

In the Office of the Secretary of State
of the State of California

JUL 5 1962

FRANK M. JORDAN, Secretary of State

By *[Signature]*
Deputy

ARTICLES OF INCORPORATION

OF

SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, for the purpose of forming a corporation under Part 1 of Division Two of Title 1 of the Corporations Code of the State of California, also known as the General Non-Profit Corporation Law, do certify:

FIRST: That the name of said corporation is:

SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION.

SECOND: That the purposes for which the corporation is formed are as follows:

1. To provide Police and Civil Defense protection for the residents of the County of Sutter, and of such of the areas adjacent thereto as the members may from time to time designate.

2. To further the interests of the County of Sutter.

3. To uphold and defend the Constitution and all the laws of the United States of America, the State of California, and the County of Sutter, and to promote the good will of the County of Sutter.

4. To foster entertainments and amusements and to promote social intercourse among its members and their friends and neighbors.

5. To receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal, including shares of stock, bonds, and securities of other corporations.

6. To act as trustee under any trust, incidental to the principal objects of the corporation, and to receive, hold, administer and expend funds and property subject to such trust.

7. To convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real or personal.

8. To borrow money, contract debts, and issue bonds, notes and debentures, and secure the payment on performance of its obligations.

9. To make contracts: and to do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation.

The sub-paragraphs (1) to (9) both inclusive, of this Second Paragraph, as hereinabove set forth, shall be construed both as statements of purposes and powers, and the statements contained in each clause of said sub-paragraphs shall not be limited or restricted by reference to, or inference from, the provisions of any other clause.

THIRD: That this corporation does not contemplate the distribution of gains, profits, or dividends to the members thereof.

FOURTH: That the county in this State where principal office for the transaction of the business of the corporation is located in the County of Sutter.

FIFTH: That an existing unincorporated association is hereby being incorporated and the name of the unincorporated association is the SUTTER COUNTY SHERIFF'S RESERVE.

SIXTH: (a) That the names and addresses of the persons who are to act as the first directors until the elections of their successors, are:

<u>NAMES</u>	<u>ADDRESSES</u>
Ronald Yeates	760 Plumas Street, Yuba City, California
Robert Inglerock	709 Gray Ave. Yuba City, California
Raymond Duron	P.O. Box 271, Live Oak, California
Wilbur Brown	831 Olive Street, Yuba City, California
Vernon Johnson	6909 S. Geo. Washington, Yuba City, California

(b) That the number of persons named above shall constitute the number of directors of the corporation until changed by amendment of the Articles or by a By-Law adopted by the members, increasing or decreasing the number of directors.

SEVENTH: The number and qualifications of members of the corporation, the different classes of membership, if any, the property, voting, and other rights and privileges of each class of membership, and the liability of each or all classes to dues of assessments, and the method of collection thereof, shall be such as may, from time to time, be set forth in the By-Laws.

IN WITNESS WHEREOF, Ronald Yeates, being the President, and Raymond Duron, being the Secretary-Treasurer of the afor mentioned unincorporated association, have executed these Articles of incorporation the 15th day of June, 1962.


RONALD YEATES


RAYMOND DURON

A0719585

ENDORSED - FILED
In the office of the Secretary of State
of the State of California

SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION
CERTIFICATE OF AMMENDMENT OF ARTICLES OF INCORPORATION

SEP 26 2011

The undersigned certify that:

1. They are the president and the secretary, respectively, of the
SUTTER COUNTY SHERIFF'S RESERVE ASSOCIATION.
2. Article Two of the Articles of Incorporation of this corporation is amended to read as follows:

SECOND:

A: This corporation is a nonprofit Public Benefit Corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

B. The specific purpose of this corporation is to:

1. To provided Police and Civil Defense for the residents of the County of Sutter, and such of the areas adjacent thereto as the members may from time to time designate.
2. To further the interests of the County of Sutter.
3. To uphold and defend the Constitution and all laws of the United States of America, the State of California, and the County of Sutter, and to promote the good will of the County of Sutter.
4. To receive property by devise or bequest, subject to the laws regulating the transfer of property by will, and otherwise acquire and hold all property, real or personal, including shares of stock, bonds, and securities of other corporations.
5. To act as trustee under any trust, incidental to the principal objects of the corporation, and to receive, hold, administer and expand funds and property subject to such trust.
6. To convey, exchange, lease, mortgage, encumber, transfer upon trust, or otherwise dispose of all property, real or personal.
7. To borrow money, contract debts, and issue bonds, notes, and debentures, and secure the payment on performance of its obligations.
8. To make contracts: and to do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation.

The sub-paragraphs (1) to (8) both inclusive, of this Second Article, as hereinabove set forth, shall be construed both as statements of purposes and powers, and the statements contained in each clause of said sub-paragraphs shall not be limited or restricted by reference to, or inference from, the provisions of any other clause.

3. Article Eight is added to the Articles of Incorporation of this corporation to read as follows:

EIGHTH:

- A. This corporation is organized and operated exclusively for charitable purposes within the meaning of Internal Revenue Code Section 501(c)(3), including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

4. Article Nine is added to the Articles of Incorporation of this corporation to read as follows:

NINTH:

The property of this corporation is irrevocably dedicate to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of, shall be disposed of by a Court of Competent Jurisdiction of the county in which the principle office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

5. The foregoing amended and added articles of incorporation have been duly approved by the board of directors.

6. The foregoing amended and added articles of incorporation were voted upon and approved by 100 percent of the voting powers of the members on 16 August 2011, at the Sutter County Sheriff's office in Yuba City, CA.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our knowledge.

DATE: 9.26.11



Charles Sorensen, President



Jay Ross, Secretary

ALAN CRANSTON, CHAIRMAN
STATE CONTROLLER
HARRY CHAMPION, VICE-CHAIRMAN
DIRECTOR OF FINANCE
GEORGE R. REILLY
CHAIRMAN BOARD OF EQUALIZATION



JOHN J. CAMPBELL
EXECUTIVE OFFICER
1028 P STREET
SACRAMENTO

State of California
Franchise Tax Board

July 2, 1962

Sutter County Sheriff's Reserve Association
c/o Sutter County Sheriff
Courthouse
Yuba City, California

Re: Exemption from Franchise Tax

Gentlemen:

It is the opinion of this office, based upon the evidence presented, that you are exempt from State Franchise Tax under the provisions of Section 23701 $\frac{1}{2}$ of the Revenue and Taxation Code, as it is shown that you are organized and operated exclusively as a social welfare organization.

Accordingly, you will not be required to file franchise tax returns unless you change the character of your organization, the purposes for which you were organized, or your method of operation. You are required to report any such changes immediately to this office in order that their effect upon your exempt status may be determined.

If in any year your gross income exceeds \$25,000, you are required to file an information return on Form 199 on or before the 15th day of the 5th month following the close of your fiscal year. These forms will be mailed to you if you provide us with your current postal address.

If the organization is not yet incorporated or has not yet qualified to do business in California, this approval will expire unless incorporation or qualification is completed within thirty days.

Very truly yours

FRANCHISE TAX BOARD
John J. Campbell
Executive Officer

By *James T. Philbin*
James T. Philbin
Associate Tax Counsel

JTP:ef
cc: Secretary of State
(c,f,g,i,j,l,m)

Example

**SUTTER COUNTY SHERIFF'S
RESERVE ASSOCIATION
1077 Civic Center Blvd, Yuba City, CA 95993-3002**

ADVERSE/DISCIPLINARY ACTION

DATE: 1 November

TO: XXXXX

FROM: Steve Carney

This memo is to serve as a notice/reminder of your responsibility as a SCSO Reserve Deputy and a member of the association, to adhere to the accepted by-laws and regulations of this association.

This is the FIRST (1) notice you have received regarding this matter.

This memo is in regards to the following circumstances: **Association Dues, Overdue \$160**

Presently you have not paid any dues for the Calendar year 2011. A new fee schedule went into place effect 1 July, and you currently owe \$160. Failure to pay your dues in a timely manner will result in suspension of ability to perform Patrol Duties, and even termination from the Sutter County Sheriff's Reserves.

You are to either arrange for payments for your overdue dues, or to make a complete payment by the second meeting of this quarter (1 November 2011), or you will be removed from the ride schedule.

Failure to make arrangements or to pay your dues by third meeting of this quarter (6 December 2011), the officers of the Association will submit a written request to the Sheriff that you will be terminated. This is in accordance with the Association Bylaws, as ratified on 3 May 2010.

In the event, that failure to pay your dues is due to economics, please contact your Squad leader and the Treasurer to establish a payment schedule.

As a member of the Reserve Association, you are responsible for complying with the Reserve Operations manual and the Association Bylaws. In the event that you do not have a copy of these documents, please contact your Squad Leader or the Secretary of the Association.

Duties as an association member, requires payment of association dues and participation in association functions, meetings and trainings. Inability to attend these functions or pay your association dues requires proper notification to your Squad Leader and the Chain of Command

Future Adverse/Disciplinary Action Notices may result in further disciplinary actions including suspension and possible termination.

Respectfully,
Steve Carney, Treasurer
Sutter County Sheriff's Reserve

*Example
Send via Registered Mail*

**SUTTER COUNTY SHERIFF'S
RESERVE ASSOCIATION**
1077 Civic Center Blvd, Yuba City, CA 95993-3002

ADVERSE/DISCIPLINARY ACTION

DATE: 1 November

TO: XXXXXX

FROM: Jay Ross

This memo is to serve as a notice/reminder of your responsibility as a SCSO Reserve Deputy and a member of the association, to adhere to the accepted by-laws and regulations of this association.

This is the SECOND (2) notice you have received regarding this matter.

This memo is in regards to the following circumstances: **Association Dues, Overdue \$160**

Presently you have not paid any dues for the Calendar year 2011. A new fee schedule went into place effect 1 July, and you currently owe \$160. Failure to pay your dues in a timely manner will result in suspension of ability to perform Patrol Duties, and even termination from the Sutter County Sheriff's Reserves.

You were given a dead line of 1 November to either make arrange for payments or to make a complete payment or you would be removed from the ride schedule. This is to notify you that the Board of Directors of the Sutter County Sheriff's Association has requested that you be removed from the Ride Schedule immediately.

Failure to make arrangements or to pay your dues by third meeting of this quarter (6 December 2011), the officers of the Association will submit a written request to the Sheriff that you will be terminated. This is in accordance with the Association Bylaws, as ratified on 3 May 2010.

As a member of the Reserve Association, you are responsible for complying with the Reserve Operations manual and the Association Bylaws. In the event that you do not have a copy of these documents, please contact your Squad Leader or the Secretary of the Association.

Duties as an association member, requires payment of association dues and participation in association functions, meetings and trainings. Inability to attend these functions or pay your association dues requires proper notification to your Squad Leader and the Chain of Command

Future Adverse/Disciplinary Action Notices may result in possible termination.

Respectfully,
Jay Ross, Secretary
Sutter County Sheriff's Reserve

Example
Send via Registered Mail

**SUTTER COUNTY SHERIFF'S
RESERVE ASSOCIATION**
1077 Civic Center Blvd, Yuba City, CA 95993-3002

ADVERSE/DISCIPLINARY ACTION

DATE: 6 December 2011

TO: XXXXX

FROM: Jay Ross

This memo is to serve as a notice/reminder of your responsibility as a SCSO Reserve Deputy and a member of the association, to adhere to the accepted by-laws and regulations of this association.

This is the THIRD (3) and FINAL notice you will receive regarding this matter.

This memo is in regards to the following circumstances: **Association Dues, Overdue \$160**

Presently you have not paid any dues for the Calendar year 2011. In accordance with the Sutter County Sheriff's Reserve Association Bylaws, the Association's Board of Directors have requested the Sheriff to terminate your employment with the Sutter County Sheriff's office, and your dismissal from the Reserve Association.

You were given a dead line of 1 November to either make arrangements for payments or to make a complete payment or you would be removed from the ride schedule. You were given a dead line of 6 December 2011 to make arrangements for payments or to make a complete payment or we would request your termination, in accordance with the Association Bylaws, as ratified on 3 May 2010.

This is to officially notify you that we have requested your termination of employment with the Sutter County Sheriff's office, and your dismissal from the Sutter County Sheriff's Reserve Association.

Respectfully,
Jay Ross, Secretary
Sutter County Sheriff's Reserve

Example

**SUTTER COUNTY SHERIFF'S
RESERVE ASSOCIATION**
1077 Civic Center Blvd, Yuba City, CA 95993-3002

ADVERSE/DISCIPLINARY ACTION

DATE: 1 November 2011

TO: Lt Bruce Hutchinson, Reserve Coordinator

FROM: Jay Ross, Reserve Secretary

Subject: Suspension of Reserve Patrol Duties for XXXXXXXXXXX

This memo is to request the suspension of Patrol duties for Reserve Deputy XXXXXXX, in accordance with the Sutter County Sheriff's Reserve Association Bylaws.

Reserve Deputy XXXX is delinquent in his Dues, and currently owes \$XXX. He was given a Deadline of 1 November 2011 to make a complete payment, or to contact either his Squad leader, or a member of the Associations Board of Directors to establish a payment plan. As of 1 November 2011, Reserve Deputy XXXXX has not made any payments or established a payment plan.

Respectfully,
Jay Ross, Secretary
Sutter County Sheriff's Reserve

Example

* - having All Four of the Board of Directors sign shows solidarity.

**SUTTER COUNTY SHERIFF'S
RESERVE ASSOCIATION**
1077 Civic Center Blvd, Yuba City, CA 95993-3002

REQUEST FOR ADVERSE/DISCIPLINARY ACTION

DATE: 1 December 2011

TO: J. Paul Parker, Sheriff

FROM: Steve Carney, Reserve Treasurer

Subject: Termination of Reserve Deputy XXXXXXX

This memo is to request the Termination of Reserve Deputy XXXXXXX, in accordance with the Sutter County Sheriff's Reserve Association Bylaws.

Reserve Deputy XXXX is delinquent in his Dues, and currently owes \$XXX. He was given a Deadline of 1 November 2011 to make a complete payment, or to contact either his Squad leader, or a member of the Association's Board of Directors to establish a payment plan. Reserve Deputy XXXXX has not fulfilled his financial obligations, and we are requesting the immediate termination of Reserve Deputy XXXX in accordance with our Bylaws.

Reserve Deputy XXXX was notified of his delinquent account and possible adverse action by mail on 1 October 2011, and again on 1 November 2011 by registered mail.

Respectfully,

Steve Carney, Treasurer
Sutter County Sheriff's Reserve Association

Jay Ross, Secretary
Sutter County Sheriff's Reserve Association

Kyle McCraw, Vice President
Sutter County Sheriff's Reserve Association

Charles Sorenson, President
Sutter County Sheriff's Reserve Association

1st Endorsement
I concur/ I do not concur

Bruce Hutchinson, Lt
Reserve Coordinator
Sutter County Sheriff's Office

