



Deputy Reserve Request Form

Except in an emergency request form must be submitted to have Deputy Reserves assist with you event **at least 30 days in advance.**

All Events requests must be filled out completely and submitted to the Reserve Coordinator:

Deputy Dennis Jenkins 304-258-1067

Once approved by Reserve Coordinator and Sheriff you will be notified of a Reserve liaison who will coordinate activities with your main point of contact. If alternate is to be used this agency must be notified by main point of contact the alternate is now in charge of event.

- ***Reserve deputies are volunteers They do not receive compensation and most of their funding comes from donations. Donations while not required are greatly appreciated to support their continued function in the community.***

Event: _____ Date: _____

Point of Contact: _____ Phone #: _____

Alternate Point of Contact: _____ Phone#: _____

Describe needs for Reserve Deputies: _____

(use another sheet if needed)

Request received on: _____

Approved by: _____ Reserve Coordinator _____ Sheriff / of Chief Deputy

Date: _____

Reserve Liaison Assigned: _____