

## RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entity's and/or any of this department's employees' civil or criminal liability in any way. It is not to be construed as the creation of a particular standard of safety or care in an evidentiary sense, with respect to any complaint, demand for settlement, or any other form of grievance or litigation. Violations of this directive, if substantiated, can only form the basis for intra-departmental administrative sanctions.

Chief of Police: Steve Pitts		
Approving Deputy Chief: Tom Robinson		
General Order No: <b>E-010-09</b>	Issued: January 8, 2010	Revised: May 20, 2013
General Order Title: <b>ORGANIZATION AND DIRECTION</b>		

### POLICY

The City of Reno exists by virtue of a legislatively granted charter vesting in the City Council the authority and responsibility for organizing city government to meet the needs of its citizens.

The Reno Police Department utilizes an organizational model which emphasizes community participation, intelligence led policing to increase public safety, decentralized decision making and a problem solving ideology. The Reno Police Department will be totally integrated into the community and seen as a model of policing excellence. We are committed to partnering with the community; the departmental motto is "Your Police - Our Community". All actions of the Reno Police Department and its members is based on the foundation of our Core Values; Respect, Integrity, Fairness and Service.

To define reporting relationships, identify functions, delineate responsibilities and ensure unity of command, the Reno Police Department is divided into a number of organizational sub-components.

### DEFINITIONS

**Department** - The Reno Police Department is a major organizational component of the City of Reno. The police department exists pursuant to the City Council's power, under Section 2.080 of the City Charter, to provide measures "necessary for the municipal government and the management of the affairs of the City..." The Council has designated the police department as a city department under its power in Section 2.06.010 of the Reno Municipal Code. The Chief of Police is charged with the administration of the police department (RMC 2.06.030) and has the authority/responsibility for the management, direction and control of the operations of the police department.

**Division** - A major organizational component within the police department. The Reno Police Department has the following divisions;

Operations

Administration  
Support

**Area** - A geographic district of the city.

**Section** - An organizational component within the police department commanded by a manager, either sworn or civilian. Sections usually represent a cost center within the city's annual fiscal plan and accounting system.

**Unit** – A gathering of two or more members grouped together for the accomplishment of a common function. A sub-component of a section.

**Shift** - A designated tour of duty, which encompasses a group of members including first line supervisors who are assigned to a specific area during a specified time span.

**Detail** - A temporary grouping of members gathered together for a specific purpose or function; usually headed by a supervisor.

**Member** – Any paid employee or volunteer who provides services at the Police Department.

**Police Officer** – Any member who meets the Nevada P.O.S.T. requirements for a sworn officer who is armed and has the powers of arrest.

**Community Service Officer** – Any member employed under the civil service job class specification with duties primarily focusing on report and service delivery to cold cases with no expected contact with suspects.

**Station** – The building where daily operations for police services are based.

**Storefront** – An office or building intended for primarily report taking services to the public.

## **PROCEDURES**

### **General Philosophy**

The Reno Police Department utilizes a Community Oriented Policing (COP) philosophy of management and operations to encourage interaction with the community and involvement with variable stakeholders to problem solve for the purpose of reducing Part 1 Index FBI crimes. COP emphasizes community participation in identifying policing and quality of life issues while engaging community participation to address those issues most effectively.

### **Community Participation**

Community participation is a critical element of daily operations to reduce crime and members are encouraged to develop positive relationships with community organizations, individual citizens, as well as public and private agencies to provide effective police services. Community outreach includes:

Neighborhood Advisory Boards (NABs) or Community Meetings which are comprised of citizens who live, work or otherwise have an interest in a geographic area. Participants or attendees serve in an advisory capacity to the City Council.

2. Community Groups comprised of concerned citizens like the Chamber of Commerce, Nevada Hispanic Services, Neighborhood Watch, JTNN, NAACP, ACLU, are examples of community groups which the Police Department may give presentations to or attend regular meetings.
3. Employees are encouraged to participate and/or belong to public and private community service organizations as a representative of the Police Department.
4. Developing programs to facilitate citizen participation such as a Citizen's Police Academy, Neighborhood Watch, and other local community advisory groups.
5. Supporting with financial assistance, staff assistance or equipment, neighborhood outreach and crime prevention programs.
6. Community events for the purpose of recruiting, educating public, encouraging crime safety, and presenting crime prevention materials.

### **Service Delivery Philosophy**

The Reno Police Department utilizes intelligence led policing (ILP) as a service philosophy to direct problem solving for the reduction of crime. ILP emphasizes providing supervisors and department managers with intelligence to make informed decisions to direct resources to meet agency priorities. Our main priority is to reduce FBI part 1 crimes. Priorities then include: overall crime prevention, crime reduction, case management, anticipation of future threats, response to hot spot locations, processing and storing investigative paperwork and evidence for the prosecution of crime.

Intelligence led policing is a service delivery philosophy based upon the continuing development of analysis as a cornerstone for decision making for both crime and non-crime areas including traffic, patrol, investigations and partnership activities. ILP includes components of information gathered from field contacts and from citizen contacts, development of intelligence through crime analysis, and applied resources from throughout the department to address crime.

Organizationally, the Field Operations Division represents the nucleus of the service delivery system and is the backbone and priority of our Departments existence.

1. Field officers will be supported to better collect data from contacts in the

field and become better consumers of intelligence-related products. Officers will gather relevant data and information in the reporting of crime, and gather relevant data for entry into appropriate databases. Eg: Fusion center, Tiburon, Crime Analysis.

Members are directed to use problem solving skills like “Problem Oriented Policing’s SARA model” as a structure to seek solutions to calls for service, respond to community and neighborhood needs and address crime as directed by commanders.

2. Crime analysis will collate information, develop intelligence, hold weekly tactical crime analysis development meetings with managers and supervisors, and publish a weekly tactical crime analysis report (TCAR) or immediate report as required.
3. Managers will lead key components of the ILP process including the development and use of tactical, operational, and strategic intelligence products like TCARs intended to support the immediate needs, promote situation awareness and provide a foundation for long term planning to assist in the reduction of crime. Managers will task personnel and units in the use of intelligence and investigative initiatives ensuring that command priorities are being carried out.

**D. Succession of Command**

In his/her absence the Chief of Police will normally appoint a chief officer to command. If not done the following succession for authority will fall to the individual in charge of:

Administration  
Field Operations  
Investigations  
Central Area Command  
North Area Command  
South Area Command  
Investigations Command

Should a major event occur which compels one of the above command officers to respond, they will assume command of the situation. If none of these command officers are available, and absent prior arrangements, command at a particular operation will fall to the first officer on the scene or the officer who initiated the action. This applies to any situation including one involving more than one division or section. This authority will continue until the officer is relieved of command by a supervisor or the operation is resolved. An officer of equal or junior rank may take command of a situation if the officer then in command may be unable to do so. The incident command system (ICS) will be initiated for all major events.