

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 specific 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: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No: E-105-17	Issued: October 22, 2012	Revised: Sept 12 th , 2019
General Order Title: REPORT PROCESS AND REVIEW		

I. POLICY

It is the intent of this policy to ensure that all reports are completed in a timely manner to allow appropriate processing through the Records Section, to remain compliant with the National Incident-Based Reporting System and to allow the District Attorney's Office and the City Attorney's Office to proceed with prosecution, while supplying defense attorney's complete documentation involving arrest reports for discovery purposes.

II. PROCEDURES

1. Crime Reports – All original and supplemental crime reports and incident reports, not involving an immediate arrest, must be complete within 7 days of the time the case was initiated.

2. Arrest Reports – In order to provide prosecutors with sufficient time to review facts and prepare for the required 48-hour probable cause review, the following procedures will be followed on all arrest reports:

A. Officer's Responsibilities – Officers affecting an arrest are responsible for ensuring that:

- 1) All Arrest Report and Declaration of Probable Cause forms (including PC Supplements, when necessary) are completed and approved by a supervisor as soon as practical, but no later than by the end of their shift.
- 2) All Arrest Report and Declaration of Probable Cause forms are completed with a narrative that details the probable cause of the arrest and that sufficiently articulates the elements of the crime(s).
- 3) The "DA Witness List" form, for Justice Court cases, is completed and turned in no later than the end of their shift and attached to the P.C. Declaration.
- 4) Witness statements are turned in at the end of their shift and attached to the P.C. Declaration.
- 5) A complete report is documented in the department's Automated Reporting System (even when using the dictation system) in sufficient time to allow a supervisor to review and approve the report within 48 hours of the arrest.

- 6) All of the required information is entered into each field in the Automated Reporting System, including selecting "Y" in the fast track box.
- 7) Their direct supervisor (when on-duty) or any on-duty supervisor (if their supervisor is off/unavailable) is notified that they have submitted an arrest report for approval.

3. Supplemental Reports – Employees writing reports that support the primary officer's arrest report must complete their report within 48 hours.

A. Detective Supplemental Reports – Due to deadlines imposed by the National Incident-Based Reporting System, detective-generated supplemental reports must be completed within fifteen (15) days of initiation.

4. Supervisor's Responsibilities – Supervisors are responsible for:

- 1) Ensuring that the report author has fulfilled their obligations as listed in this general order.
- 2) Reviewing all crime, incident and arrests report and approving when sufficient and sending the report back to the author if further information is necessary.
- 3) With arrest reports, ensuring that necessary changes by the author, are completed immediately, or contact is made with the DA's office to allow them time to request a continuance, when changes cannot be completed immediately.
- 4) Ensuring arrest reports are completed within 48 hours of the arrest.
- 6) Monitoring their assigned officer's workload to avoid unnecessary overtime expenditures spent completing reports that could've been completed on shift.
- 7) Monitoring calls for service to ensure that late calls, which could result in an arrest, are modified, cross-dispatched or handled by a later shift when possible, to reduce overtime.
- 8) Conducting audits of all arrest "Fast Track" reports in OA, IP and UA status.
- 9) Authorizing overtime only when necessary to ensure arrest reports are completed on time.