

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: October 24, 2017
General Order Title: Report Process and Review		

POLICY

It is the intent of this policy to ensure that all reports are completed in a timely manner 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.

PROCEDURES

Crime Reports

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

Arrest Reports

In order to provide prosecutors with sufficient time to review facts and prepare a case for the 48-hour probable cause review provided by *Gerstein vs. Pugh (420 U.S. 103, 1975)* the following procedures will be followed on all Reno Police Department arrest reports:

Necessary Forms, Content and Deadlines

- All Arrest Report and Declaration of Probable Cause forms (including PC Supplements, when necessary) will be completed by the arresting officer and approved by a supervisor as soon as practical, but no later than by the end of the arresting officer's shift.
- The Arrest Report and Declaration of Probable Cause forms will be completed with a narrative that details the probable cause of the arrest and that sufficiently articulates the elements of the crime(s).
- The "DA Witness List" form, for Justice Court cases, will be completed and is due no later than the end of the arresting officer's shift and will be attached to the P.C. Declaration.
- Witness statements will be turned in at the end of the arresting officer's shift and will be attached to the P.C. Declaration.

ARS Reports involving an arrest

- ARS or Automated Reporting System reports will be completed by the arresting officer to allow enough time for a supervisor to review the report within 48 hours. Officers will dictate arrest reports only if there is sufficient time to allow the report to be reviewed by a supervisor within 48 hours.
- Officers must identify the "Y" in the fast track section in all Tiburon arrest and supplemental reports to allow Supervisors to conduct a daily arrest audit.
- Officers will contact their direct supervisor when on-duty or any on-duty supervisor if their direct supervisor is off, and advise them that an arrest report has been submitted for approval.

Supplemental Reports

Many times, several officers are involved in arrests. In situations like this supplemental and/or additional reports will be completed by assisting officers in enough time to allow for a supervisor to review the report within 72 hours.

Report Review

Supervisors Responsibility on arrest reports

Supervisors will:

- 1) Review all arrest reports and Tiburon reports daily.
- 2) Ensure that all arrest reports are reviewed by a supervisor within 48 hours and that changes, when needed are completed immediately or contact is made with the DA's office to allow them time to request a continuance if necessary.
- 3) Monitor 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.
- 4) At least once per shift, conduct an audit of all arrest "Fast Track" reports in OA, IP and UA status in Tiburon.
- 5) Authorize overtime when necessary to ensure arrest reports are completed on time.

Detective Follow-up Reports

Detective generated supplemental reports will generally be completed within ninety (90) days of initiation. Any extensions past ninety days will require approval of the respective detective's unit supervisor.