

RENO POLICE DEPARTMENT GENERAL ORDER

This directive is for internal use only and does not enlarge this department's, governmental entities 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-280-18	Issued: November 22, 2005	Revised: January 03, 2020
General Order Title: SPECIAL ASSIGNMENTS		

I. POLICY

The Reno Police Department places employees in special job assignments to effectively utilize employee skills, allow personal development, and ensure high quality service to the community consistent with our departments Core Values of Respect, Integrity, Fairness and Service.

II. APPLICABILITY

The procedures in this policy apply to non-sworn and sworn non-supervisory positions only. Any assignment at the rank of first line supervisor, sergeant, manager, lieutenant, or deputy chief is made based on the needs of the Department.

III. ORGANIZATION

Special assignments are determined by the Chief of Police. They may include, but are not limited to, full time and collateral assignments organized in the following sections and units:

1) Community Services Division

- a. Patrol: Canine Handler; Police Training Program Coordinator; Police Training Officer.
- b. Community Action and Outreach Section: Downtown Unit, CAO Unit, PIO, Special Events Coordinator

2) Support Services Division

- a. Detective Section: Burglary Unit; Computer Crimes Unit; Family Crimes Unit; Fraud Unit; Robbery/Homicide Unit; Sex Crimes and Child Abuse Unit.
- b. Traffic Section: Crash investigators; DUI Officers; Motor Officers; Traffic Detectives.
- c. Training Section: Background Investigators; Training Staff Officers.
- d. Records Section: Satellite Support Positions

3) Regional Services Division

- a. Gang Enforcement Section: Regional Gang Unit; Gang Crimes Detectives; Graffiti Enforcement Team; Project Safe Streets Task Force Officers.
- b. Narcotics Investigations Section: Regional Narcotics Unit; Northern Nevada Interdiction Task Force.
- c. Street Crimes and Trafficking Section: Regional Vice Unit; Regional Crime Suppression

- Unit; Regional Sex Offender Unit; Regional Repeat Offender Unit.
- d. Intelligence Section: Northern Nevada Regional Intelligence Center Detectives; Regional Crime Analysis Unit.
 - e. Reno Emergency Dispatch Section

IV. SPECIAL ASSIGNMENT PROCEDURES

1) Term of Assignments

- a. Officers shall remain in special assignments for a period of four years unless they request a voluntary transfer out of the assignment prior to the completion of the four-year term or they are transferred early due to unsatisfactory performance or for needs of the Department. For Officers, rotation back to Patrol at the completion of the four year term is automatic unless the officer's commander or lieutenant makes a presentation to the department executive team and receives approval for a one-year extension. Extensions are at the discretion of the Chief of Police or designee and will be authorized on a year-to-year basis. The Division Deputy Chief may approve or deny a voluntary transfer request based on the needs of the Department.
- b. Professional members of the department will follow the same term of assignment guidelines except that they will remain in special assignments for a term of two years, after which they will rotate back to their original department section unless an extension is approved by the Chief of Police or designee.

2) Transfers – Transfers within a section may occur at the discretion of a division deputy chief. The term of assignment shall be cumulative time spent in all assigned sections.

3) Special Assignment Shift Bid – Bidding for shift and days off within a Special Assignment shall be based upon the employee's date of hire in the Department and not by the length of time in the Special Assignment.

V. SELECTION PROCEDURES

Employees will be selected for assignments based on the needs of the Department as determined by the Division Deputy Chief.

1) Recruitment Process – Vacancies in Special Assignments will be announced by the Division Deputy Chief's designee.

- a. Vacancies will be announced through departmental email, will provide a description of the assignment, desired qualifications, minimum requirements, the selection process and method of applications.
- b. The recruitment period is a minimum of 14 calendar days.

2) Eligibility Criteria – Unless there are no other qualified applicants, only employees fitting the following criteria are considered eligible for a special assignment:

- a. One year as a confirmed Reno Police Department employee.
- b. No Special Assignment in the preceding two bid rotations, except for those who are within 90 days for completing two bid rotations without a special assignment. Police Training Officers who wish to apply for another special assignment are exempted from this provision.

- 3) Interview Panel** – Unless approved by the Chief of Police, the process for selecting applicants will consist of a test administered through an interview process.
- a. The interview panel shall be comprised of the same individuals for each of the applicants.
 - b. The members of the interview panel may include the lieutenant or manager of the section and no more than two sergeants or supervisors from the specific unit being tested for. The panel may also consist of no more than one lieutenant, manager, sergeant or supervisor from an unaffiliated section or unit.
 - c. The interview panel shall also consist of one individual designated by the employee's association whose purpose is to monitor the consistency and fairness of the process. This individual will have no input regarding the outcome of the interviews, the scoring of the applicants nor the ranking of the applicants.
- 4) Interview Process** – Interview questions shall be limited as follows:
- a. At least one technical question, specific to the assignment, shall be used to measure the applicant's knowledge of the assignment. Technical questions shall be related to legal aspects of the position and policy related to the assignment.
 - b. Adaptive questions may be structured to allow the applicant to discuss his or her work history, professional training or any other information applicable to the position.
 - c. Scoring criteria will be established before the interviews begin and discussed with all members of the interview panel.
- 5) Scoring, Ranking and List**
- a. Scoring criteria will be established before the interviews begin and will be discussed with all members of the interview panel.
 - b. Each applicant will be scored by the interview panel, based on their interview.
 - c. The interview panel will rank each of the applicants based on the interview scores and the panel shall arrange each of the applicants in a list based on the scores.
 - d. Seniority may be considered during the selection process as long as the applicant demonstrates the ability and competency to perform the job. When, in the judgment of the interview panel, applicants have equal or substantially equal qualifications, seniority will be a determining factor in ranking and assignments.
 - e. The Division Deputy Chief/designee is responsible for notifying applicants of the rank order of the list. Notification should include information about any areas of performance or qualifications that could be improved to increase the potential for future selection.
 - f. Special Assignment openings will only be taken from an established list unless authorized by the Chief of Police.
 - g. Lists are only valid for one year from the date the list was compiled and shall then expire.
- 6) Disputes** – Disputes over qualifications, procedures, term of assignment, or final selections will be resolved by the Chief of Police or his/her designee without further appeal unless it is determined that a labor agreement grievance procedure is applicable.