

RENO POLICE DEPARTMENT GENERAL ORDER

This General Order 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: Jason Soto /s/		
Approving Deputy Chief: Thomas Robinson /s/		
General Order No.: E-510-18	Issued: November 15 th , 2018	
General Order Title: WATCH LOGS		

I. POLICY

All of the Reno Police Department's Watch Logs are intended to be utilized for intra-departmental communication among personnel, between shifts, divisions, sections and command staff. Logs are used by different departmental personnel to review recent noteworthy events, prepare shifts, address trends, and to staff cases appropriately. Watch Logs are also intended for departmental use to share crime trend data, officer safety information and planned event coverage. All Watch Logs are confidential, internal documents and may not be disseminated without necessary redactions and approval from the Chief of Police/designee.

II. PROCEDURES

A. Types of Entry

Supervisors are responsible for ensuring that the following types of events are documented in Watch Logs:

1. Cases of significance
2. Officer safety information
3. High priority investigations
4. Crime trends and individual cases related to a crime trend
5. Cases requiring follow up
6. Incidents involving suspicious circumstances
7. Any ROP or Sex Offender contacts
8. Death investigations
9. Risk Management events
10. Information that would be beneficial to other sections, units or shifts

B. Information Included

Supervisors will ensure that Watch Log entries include: the time, date and location of the incident; the case or call number(s); the name and date of birth of any adult suspect or arrestee, when applicable; a description of any unidentified suspect; a brief explanation of the incident; and any other information deemed important by the supervisor.

The details of the entry should be fact-based, professionally written, race neutral in accordance with the Impartial Policing General Order and devoid of superfluous or derogatory comments. Entries will be made in the approved departmental format.

C. Dissemination

Redacted versions of Watch Logs will be made available for dissemination. Redactions are necessary to ensure that the department: adheres to federal, state and local laws; protects the identities of individuals the department is obligated to protect; and to protect the integrity of investigations. Prior to dissemination, Watch Logs will be reviewed by the Detective Section Lieutenant and Patrol Secretary, who will redact information as necessary. The types of information redacted from Watch Logs include, but will not be limited to, the following:

1. Any identifying information of juvenile victims, witnesses and arrestees.
2. Any identifying information of sexual assault victims.
3. The names of employees involved in the investigation.
4. Information unique to a case where the suspect has not been identified, that could later be used to establish probable cause.
5. Suspect's names, unless arrested or unless approved by the section or unit sergeant assigned the case.
6. Any information necessary to preserve the integrity of the investigation.

III. RESTRICTIONS

Supervisors are responsible for ensuring that Watch Log entries detailing Uses of Force, Pursuits, Employee-Involved Crashes or other incidents that could result in disciplinary action for the employee(s) involved, do not detail the employee(s)' involvement. Rather, the entry shall merely document the fact that a Use of Force, Pursuit, Employee-Involved Crash, etc. occurred, preceded by the details leading up to the Use of Force, Pursuit, Employee-Involved Crash, etc. while still including all of the other information required by section II subsection B. (above).