

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:		
Approving Deputy Chief:		
General Order No: P-200-04	Issued: December 8, 2004	Supersedes: 3/242.000
	Revised: December 6, 2011	
General Order Title: WORK CARD STATUTES		

POLICY

The Reno Police Department investigates the legal qualifications of work card applicants and privileged business licensees to ensure that a work card or business license is not issued to, nor held by, unqualified persons as provided by Reno Municipal Code, Chapter 5.01. The following information and enforcement guidelines have been established.

PROCEDURES

Work Card Requirements

RMC Title 5, sec 5.05.011, requires that persons employed by the following businesses, or acting as an independent contractor for any of the following businesses, are required to obtain a work card and/or have his/her fingerprints and photograph taken through the Reno Chief of Police:

- Booting companies
- Escort services
- Outcall entertainment services
- Pawn shops
- Secondhand dealers
- Towing companies
- Vehicles for hire

Work Applicant Unit, Records Section Responsibilities

In order to fairly and accurately enforce the work cards' and privileged business licensees'

registrations as mandated by RMC, the Records Section and Work Applicant Unit maintain information regarding their issuance and status. These records are available to Department members 24 hours a day, 7 days a week.

Enforcement Guidelines

1. RMC Title 5, Sec. 5.05.012 requires that every person who has a work card as defined in Sec. 5.05.011, carry such work card with him/her whenever he/she is engaged in the activity for which such work card is required.
2. Prior to an arrest or issuance of a citation to a person subject to work card requirements who does not appear to have a card, the department member will be responsible for verifying that the person has not registered as required by law. The Department member will contact the Records Section and/or Work Applicant Unit, supply the subject's full name, date of birth, and specifically request current work card information on the subject from Records' files.
3. Department members will make a reasonable effort to ensure, when checking work cards, that it is accomplished in an orderly and courteous manner with the least amount of disruption possible to the business and customers.

Routing of Reports

A copy of any reports involving actual or suspected work card violations will be forwarded to the Department's work applicant supervisor.