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: Michael Poehlman/s/		
Legal Advisor: Karen Fraley /s/		
Approving Deputy Chief:		
General Order No: P-310-05	Issued: November 16, 2005	Supersedes: 2/605.000, 3/272.000
General Order Title: **PATROL DEPLOYMENT**		

POLICY

It is the policy of the Reno Police Department to maintain police patrol activities on a twenty-four hour basis with shift strength and assignment based on a number of variables to include the number of crimes and public safety concerns.

PROCEDURES

Shift Bidding

Shift bidding is a procedure which allows for rotation of personnel. Officers and sergeants (from Patrol Division) will be assigned to shifts via the shift bid process. The Chief of Police/designee reserves the right to administratively assign personnel in accordance with the needs of the Department.

Shift bidding will normally be conducted on a semi-annual basis. Bidding and shift preference will be based on seniority (time in grade). Procedures for shift bidding will be established and handled by the Patrol Division and its designated representatives.

The schedule is created to provide an adequate number of officers based upon past per-shift demand for services and programs.

Sworn personnel in the Patrol Division will participate in a work week dictated by their respective contracts.

Shift Assignments

Patrol shifts will normally rotate twice yearly.

Rules governing the shift- bidding process will be distributed to patrol officers and sergeants prior to shift change. This directive will include:

- The date shift change is to occur;
- Parameters of the bidding process; and
- Employees' bidding times.

Upcoming shift-bid strength reports will be posted in the main hallway at the Department's main station a minimum of two weeks prior to bidding. New strength report sheets will show the available teams (to include days off, shift, area and the number of available slots for that team) for the shift bid. Any anticipated administrative assignments will also be reflected on these strength reports.

Area Assignments

Patrol Division will take into consideration the following when assigning officers to areas:

a. The degree of crime in a specific area, necessitating placing more officers in a specific area.
b. Scheduling that allows for overlap of teams at the beginning and end of each shift. This will provide 24-hour coverage.

The Patrol Division will attempt, as scheduling permits, to assign each officer to the same area for a six month period. This practice enables an officer to become better acquainted with his/her area of responsibility.

Teams

Teams will consist of not fewer than five, nor more than twelve police officers and or non-sworn employees, supervised by one sergeant.

Each team will have primary responsibility for the calls for service and other police-related incidents in its assigned area.

The team sergeant will have the responsibility and authority to assign team members to beat responsibilities and/or special assignments for the duration of a shift.

a. Sergeants are encouraged to make beat assignments static to the greatest extent possible to encourage beat familiarity.
b. Sergeants will assign radio call signs in conformance with established Communications guidelines.

Patrol Assignment

Most patrol assignments will be solo, in a marked patrol car. Sergeants may assign officers to alternative methods of patrol, such as:

1. Foot Patrol, to address special patrol problems, for special events, and to increase visibility. Foot patrol necessitates having a car available within a reasonable distance

and amount of time.
2. Bicycle Patrol, as assigned, for special purposes.
3. Plainclothes Patrol, on foot, or in a marked or unmarked car. Officers so assigned must have their raid jacket or uniform jacket available.
4. Motorcycle Patrol, only for officers trained, qualified, and licensed for motors, and primarily for traffic enforcement and control.
5. Marked Patrol Units, using only those regularly marked and equipped patrol vehicles with police seal, unit number, red and blue overheads, spotlights, etc.
6. Prisoner Transport Vehicle, equipped for prisoner transport, but able to engage in routine police functions when not occupied.
7. Four-wheel drive vehicles, generally deployed in the same manner and fashion as regular fleet vehicles. Certain conditions and situations may arise that require use of the specialized functions of these vehicles.
8. Tactical Team vehicles, such as the SWAT vehicle, which contains specialized equipment, and may be deployed in any situation where the SWAT team is called upon to provide specialized support. Only officers authorized by the SWAT Commander may operate this vehicle.

Briefing

Each shift is to begin with a briefing for officers and supervisors. The purpose of the briefing is to:

- Disseminate information that the briefing supervisor thinks appropriate;
- Conduct line inspections of personnel and equipment;
- Provide in-service training;
- Receive shift assignments; and/or
- Meet with other officers to discuss the day's activities.

Responsibility for the briefing will fall to the senior sergeant supervisor assigned to that shift on the day the briefing is held.

The briefing will normally be conducted by a sergeant who has had sufficient notice to prepare briefing material.

Patrol Division and Detective Division personnel are encouraged to make presentations at briefings. Other employees will obtain approval for presentations by a commanding officer.

Patrol personnel are to be present in the briefing room at the time the briefing for their shift begins, unless excused by their supervisor.

Personnel will appear for briefing in the prescribed duty uniform for their shift.

Multiple Unit Response

It is recognized that some police situations, by their very nature and or high potential for violence, require that more than one police unit be dispatched. The following circumstances mandate dispatching multiple units when available:

- Felony crime in progress;
- Domestic disputes with both parties on-scene;
- Disturbance calls with both parties on-scene;
- Robbery alarms; and/or
- At the request of any officer. The request must be reasonable and based on knowledge and past experience. The benefit of the doubt will go to an officer requesting multiple units.

Preliminary Investigation

In most cases, the officer first responding to an incident/CFS will be responsible for the initial report/investigation, regardless of the type of crime/incident. Follow-up investigation can be accomplished by the officer completing the initial report, or by another unit or officer to whom the case is assigned. Officers assigned to the report for a crime should keep in mind that the objective is not simply to generate a report, but to initiate an investigation.

During preliminary investigations, an officer needs to follow certain steps in an effort to minimize follow-up investigations. Preliminary steps should include, but not necessarily be limited to:

- Observing conditions, events, and remarks;
- Locating/Identifying witnesses;
- Maintaining crime scene/protecting evidence;
- Interviewing complainant/witnesses;
- Interviewing suspect(s);
- Arranging for the collection of evidence;
- Effecting the arrest of the suspect; and
- Reporting the incident fully/accurately.

Follow-up Investigation

An officer's decision as to whether or not to initiate a follow-up investigation will be based on the following factors:

- Consent of officer's supervisor to extend the investigation beyond the preliminary stage;
- Availability of other resources and call for service backlog;
- Officers ability, level of expertise in the case subject matter, and /or beat knowledge that may contribute to the investigation;
- Gravity of the crime and likelihood that the follow-up will generate an arrest or substantial investigative leads; and/or
- Other geographic or jurisdictional areas to which the investigation may lead. When investigation extends beyond usual jurisdictional boundaries, the law enforcement agency having jurisdiction in the area outside the City should be notified, even if direct involvement is not requested.

Officers wishing to undertake a follow-up investigation, beyond the regular scope, will contact their immediate supervisor for permission.

Officers, regardless of operational assignment, may undertake or use any investigative resource for which they are qualified, including:

- Search, arrest, seizure warrants (application and service);
- Physical evidence-gathering and analysis;
- Interview/interrogation of suspect(s) and witnesses;
- Surveillance; and/or
- Identi-kits and CompuSketch composites, photo line-ups, and physical line-ups.

<u>Field Interviews/interrogations</u>

Interrogations are a custodial type conversation. As such they will require officers to adhere to legal and "rights" obligations as may apply to suspects or individuals, such as the Miranda warning.

It is essential to establish guidelines for conducting field interviews and provide guidance in determining valid situations for initiating a field interview.

Officers will follow the directions for the proper completion of a Field Information card (F.I.), and the subsequent distribution of the information.

1. The field interview is an important aspect of investigation, crime prevention, and crime detection. The F.I. card is a means of collecting, preserving, and disseminating information about suspicious activity of individuals/vehicles.
2. Officers may temporarily detain any person suspected of criminal behavior or of violating conditions of parole or probation as long as the detention falls within the boundaries set forth within NRS 171.123.
3. Safety of the officer is of primary importance in the field interview situation. If circumstances warrant a pat-down of the subject for weapons pursuant to NRS 171.1232, the officer may do so. Officers will position themselves in a safe manner while conducting a field interview.
4. An F.I. card will be filled out, if believed necessary, and a case number placed upon it. Completed cards will be placed in the F.I. bin located in the Records Section.

<u>Death or Injury Notification Procedures</u>

Officers must, under certain circumstances, make notification of the death or serious injury of persons to relatives or employers. The Department recognizes the sensitive nature of this responsibility, and will make every effort to perform the task with efficiency, while not sacrificing compassion.

Officers may be called on to make death/injury notifications in cases of:

- Deceased Persons Reports (natural or otherwise);
- Automobile accidents;
- Natural and man-made disasters; and/or
- Other incidents where death or substantial injury has occurred.

The Coroner is charged with the responsibility of making notification of the deceased to next- of-kin under NRS 259.045. Officers will make every effort to assist the Coroner in locating next-of-kin. If the Coroner's office requests RPD make death notification, the officer will notify his/her immediate supervisor of this request.

Officers directed to make death notification will make them in person, when possible. Provide information relating to notification directly to the next-of-kin, not a third party. Information given should be restricted to:

- The name of the deceased/injured person;
- The location of the deceased/injured person, *e.g.*, hospital, Coroner's Office, etc.
- The circumstances of the incident in general terms. If detectives are assigned to the incident, they may be the best choice to make notification; and
- The RPD Case number assigned to the incident.

When next-of-kin to be notified is outside the Reno area, the notification request may be made to the other jurisdiction by telephone or teletype. It should be requested that notification by the other jurisdiction be made in person. Necessary information concerning identification of next-of-kin should be given in order for the other jurisdiction to make notification. Also, request that the other agency report back to RPD when notification has been made, including who made it and when.

When an individual injured or killed is an RPD employee, notification will be made in person by an employee of the Department. The officer/employee assigned to make notification will consult with Communications to determine if the employee has a personnel file update form on file, listing directions to be followed in the event of the employee's injury/death. This file contains the name, address and phone number of the person to be notified, and the employee's preference as to who will make the notification. These directions will be followed to the greatest extent possible.