

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Steven Pitts /s/		
Approving Deputy Chief:		
General Order No: P-320-05	Issued: August 16, 2005	Supersedes: 2/600.000, 2/610.000, 3/180.000
	Revised: August 22, 2011	
General Order Title: PATROL ORGANIZATION/HAZARDS/CALLS FOR SERVICE		

POLICY

The Patrol Division provides primary and general law enforcement services, principally in the form of uniformed patrol operations. As the uniformed police officer is often the most visible and accessible representative of local government, the nature of the services that the officer provides is necessarily broad.

PATROL PROCEDURES

Organization and Administration

Patrol officers will respond promptly to calls for service, act on their own initiative, and investigate and document incidents of a criminal or non-criminal nature. In completing this mission, patrol officers will:

- Initiate and carry out proactive crime prevention programs.
- Maintain flow of information to supervisory and management personnel by promptly reporting crimes, arrests, and unusual occurrences.
- Enforce ordinances of the City of Reno and Nevada Revised Statutes by making arrests when appropriate, and by accepting lawful private persons' arrests.

Cooperation, Communication, Coordination

The Patrol Divisions will cooperate with other department components to accomplish its own goals and assist other components to accomplish theirs. Cooperation will be achieved through communication and coordination.

Communication with other departmental components will be accomplished through documentation of unusual incidents in the department watch log. The watch log will contain only

the details necessary to convey information critical to officer safety, continuing investigation(s), on going crime trends and operations addressing crime trends and problems solving issues in general, or to recognize exemplary performance. It will be succinct and will exclude facts that do not fall within the above parameters, *e.g.*, explicit particulars of a sexual assault.

Coordination will be accomplished through weekly meetings of the TCAR review group, review of division activities by executive staff, and familiarity with the overall mission and goals of all components.

Span of Control

Patrol functions are grouped according to similarity. No employee will be accountable to more than one individual at a time. The organizational structure is arranged so that each supervisor is generally responsible for twelve (12) or fewer employees. Supervisors may occasionally be required to provide functional supervision for more than twelve (12) employees. This may occur as a result of personnel shortages occasioned by vacations, sick leave, and/or emergency situations. Supervisors are accountable for the performance of employees under their immediate supervision and for all aspects of their command.

Radio Identification

Individual radio identifiers are established by criteria relating to assigned division, rank, shift, area of town, and the assigned beat as set down in the Car Plan/Beat Book. Daily assignments will be made by the appropriate supervisor based upon available manpower and corresponding car plan. Officers will maintain communication with dispatchers through the use of mobile radio transceivers, handi-talkies, and/or cellular telephones unless a situation dictates that use of the radio or telephone would interfere with an investigation, *i.e.*, undercover work, bomb calls, etc.

Radio Communication/Interacting Agencies

The Reno Police Department, the Washoe County Sheriff's Office, and Sparks Police Department utilize a ten code/plain talk radio procedure. Department personnel may use either the authorized ten code number or its equivalent definition.

Assumption of Command

When incidents of a serious nature arise, the presence of a supervisor with authority is required to deal with the situation. Field supervisors will be notified by dispatch or the on-scene officer and will respond as appropriate and assume command of the situation. Serious incidents include, but are not limited to:

- Deaths
- Armed robberies
- Crimes involving serious injuries
- Sexual assaults
- Bomb threats
- Missing juveniles
- Officer-induced property damage

Callout Procedures

Coroner's Office

The Coroner's Office will be notified on all dead body calls. Notification should be made, if possible, through the field supervisor. In the absence of the field supervisor, notification is the responsibility of the officer or detective in charge of the scene.

District Attorney's Office

An Assistant District Attorney (ADA) is on call to assist department personnel in processing a crime scene. Their areas of assistance include, but are not limited to:

- Obtaining search warrants
- Obtaining court orders, *e.g.*, for blood samples, hair specimens, medical tests, teeth impressions from defendant(s)
- Providing opinions/advice concerning legal aspects of the criminal investigation process.

Documentation of legal advice will be in accordance with that General Order.

The on-call ADA will be notified when the following crimes occur:

- Murder or attempted murder
- Manslaughter
- Kidnapping
- Rape with serious bodily harm
- Assault where death may result
- Motor vehicle accident with serious injury or death where it may develop into a felony case. (Felony DUI, Hit & Run, or Reckless Driving)
- Officer-involved motor vehicle accident with injury or death, where the WCDA could determine that a crime will be charged
- Police officer-involved shooting
- Any other major case with serious impact on the community.

Telephonic requests for information/legal advice from the on-call ADA may be made by the detective or patrol supervisor on scene. Other department personnel will clear such a request with an immediate supervisor.

Requests for call out of the District Attorney to the scene of a major crime will be initiated by Detective Division personnel or the field supervisor. The Watch Commander will be informed of such a call out as soon as possible.

Street or Highway Department Personnel

Occasions or hazards may occur requiring the assistance of or action by the Street Department, Parks Department, or Sign/Signal Department personnel.

The officer/employee observing a hazard during working hours may have dispatch notify the appropriate department. If the problem is a health/safety hazard, the officer/employee will block the hazard and await arrival of appropriate department personnel.

Supervisor approval must be obtained prior to any after-hours callout. If the problem is not an immediate hazard, a service request form will be completed and forwarded to the appropriate department.

Public Utilities Personnel

The officer/employee will have dispatch contact the appropriate utility and advise them of the problem and the location. If the officer/employee deems the problem to be a health/safety hazard, it will be blocked to prevent citizen injury until arrival of the utility company.

IDENTIFICATION/ADVISEMENT OF HAZARDS PROCEDURES

Definitions

Attempt to Locate (ATL) – This is a broadcast of information by the Communications Section. ATLs are assigned case numbers the same as other calls for service. ATLs can also be given orally at shift briefings.

Hazardous Flag – This is a notation attached to an address, location, or vehicle, so that hazards associated with that location or vehicle can be identified for employees handling incidents at or near that location.

Employee Safety Hazard – This is a notification when there is an actual or potential hazard to employee safety, usually the result of threats made by person(s) to do harm to officers. Employee safety hazards can also be identified based on a person's past irrational or criminal behavior.

Road Hazard – This is notification of a hazard to public or employee safety as a result of weather, traffic, construction, or malfunction or destruction of a traffic-control device.

Officer Safety Hazards

Employees will identify certain persons, vehicles, or addresses as being likely to hold special hazards for law enforcement. This can be evidenced by threats to do harm, a history of open resistance to police, irrational behavior, and/or the presence of unusual or large quantities of weapons. Employees should determine the following:

- Is the hazard fixed or mobile?
- Is the hazard tied to a single person or a group?
- Is the hazard permanent or active for a fixed period of time?

Employees identifying hazards such as those described above should report the hazard to their immediate supervisor. Hazards can be reported to all employees through the departmental e-mail system, by ATL's reported through dispatch, as a Watch Log Entry, or with a Hazardous

Flag Request.

ATL requests can be given telephonically or by radio to Communications. The notification should include the information necessary to recognize the hazard, the case number, and the action that is desired if the object or person is located.

A Hazardous Flag Request form and/or a memo must be submitted to the employee's supervisor (Sergeant or above) for approval before a hazardous flag can be forwarded to the Communications Section Director/designee for entry into Tiburon. Hazardous Flags are generally used for hazards that are likely to be of long duration (24 hours or more), but may include a cancellation date, after which that flag will be automatically deleted from Tiburon.

The supervisor receiving the Hazardous Flag Request may also make a copy of the form/memo for briefing. The briefing memo should include a pull date, after which the memo will be discarded.

Road Hazards

Hazards such as ice on roadways or malfunctioning traffic signals will be reported as soon as possible to Communications, which will notify the appropriate agency. If the hazard does not require immediate correction, the employee will notify their supervisor, who will evaluate the hazard to determine if emergency call-out is necessary, or institute other measures, e.g., portable stop signs, etc.

CALLS FOR SERVICE (CFS) PROCEDURES

Definitions

Each call for service is given a call priority based on the following definitions:

Priority 1 – Danger to life/property is imminent, or a serious crime is in progress.

Priority 2 – Threat to a person/property is possible or a breach of the peace is occurring.

Priority 3 – There is no threat to life/property and a delay in responding would not cause undue inconvenience to citizens.

Cross-dispatch – The intentional reassignment of personnel to a call that is outside of their regularly-designated district area.

Department Personnel Responsibilities

Officers have a responsibility to respond to calls for service. If an officer observes an event or receives a citizen's hail while en route to a call, the officer will decide whether to continue or preempt based upon an assessment of the comparative urgency/risk to life and property of the original call versus the urgency of the observed incident/citizen's hail. An officer en route to a Priority 1 call will not reassign to a Priority 3 complaint/observed event. When it is impossible

for an officer to handle a citizen's complaint/observed event, the officer should, if possible, give directions for obtaining assistance or initiate necessary notifications. Whenever an officer alters the priority of a call, they must immediately notify communications and their field supervisor.

Field Supervisor/Watch Commander Responsibilities

1. Field supervisors and watch commanders will alter the priority of a call if they believe the correct priority has not been assigned.
2. Supervisors and watch commanders will prevent the dispatch of a field unit on a Priority 3 call when such response would result in the unnecessary expenditure of overtime.
3. The District supervisor/functionally-assigned supervisor and/or the watch commander will be advised on any Priority 1 or Priority 2 calls pending which go beyond established time limits for holding calls. To alleviate this situation, they will direct communications to initiate a cross-dispatch, relieve a field unit from a non-essential activity, reassign the call for a telephone report, or continue to hold the call for the next available unit.
4. Field supervisors and watch commanders will, whenever possible, review calls pending to determine if they can be handled via telephone or referred to a substation during normal business hours.