

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Michael Poehlman /s/		
Approving Deputy Chief:		
General Order No: P-420-10	Issued: June 3, 2010	Supersedes: N/A
General Order Title: Volunteer Police Officer Program		

I. POLICY

The Reno Police Department Volunteer Police Officer Program (VPOP) is organized and maintained to assist in times of emergency and to supplement the regular force. The VPOP consists of citizens that have volunteered for the position of reserve officer and are subject to federal, state, county and city laws, and the Reno Police Department General Order Manual.

II. DEFINITIONS

Reserve Officer: While on-duty, reserve officers have full police powers and authority as delineated in NRS, but authority and responsibility will be limited to only those actions under the direction of a regular officer or supervisor.

Level I Reserve Officer: A level I reserve officer possesses a Nevada basic POST certificate and has completed the departmental PTO program.

Level II Reserve Officer: A level II reserve officer possesses a Nevada basic POST certificate and is in training for completion of the PTO program.

Regular: Within this general order, regular officer or supervisor will refer to a full-time salaried police officer or supervisor employed by the City of Reno.

III. PROCEDURES

A. Administration

Members of the VPOP serve at the will of the Chief of Police. The VPOP coordinator may be collateral duties of the PTO coordinator or may be a separate position dependant on the needs of the program. The coordinator is responsible for the internal administration of the Reserve Program and supervision of all members performing within their volunteer capacity. On-duty reserve officers are subject to the supervision of the

appropriate regular officer of the department according to assignment.

The chain of command is as follows: Chief of Police, Administrative Division Deputy Chief, the administratively assigned lieutenant, Training sergeant, and Volunteer Police Officer Program coordinator.

Members of the VPOP are responsible for reading and adhering to all directives in the department's General Order Manual and all directives in the VPOP Organization and Administration Manual. Members of the VPOP will not be required to adhere to the Outside Employment Restrictions listed in the Outside Employment G.O.; however the VPOP program will generally not allow members to continue participating in the program if their outside employment duties include use of police powers or is of a nature that may bring discredit to the program and/or the organization. The Chief of Police has the final determination on whether a volunteer's employment would preclude them from participating in the program.

1. Attendance and Duty Requirements

Each member will be required to contribute a minimum of twenty (20) working hours per month in increments at the discretion of the member unless otherwise directed by the VPOP coordinator or an appropriate supervisor. Members unable to meet the duty requirements of twenty (20) hours per month will notify the VPOP coordinator, who may waive the requirement for a reasonable and necessary purpose. Members with repeated failures to satisfy the duty hour requirement may be terminated from the program at the discretion of the Chief of Police.

Members may be limited to the amount of volunteer hours they can contribute based on available PTO staffing or other factors. Members will normally not be allowed to contribute more than 40 hours per week.

A log will be maintained in the supervisor's office, which will be completed and signed at the beginning of the member's tour of duty. The VPOP coordinator will transfer the information to each reserve officer's file and maintain a log of total time worked by each member.

The VPOP coordinator will hold regular meetings as delineated within the VPOP Manual. Meetings will be documented, minutes maintained and records stored in the Training Section.

2. Volunteer Program Files

The program coordinator will be responsible for maintaining files on all members of the program.

- a. Personnel File
A personnel file will be maintained which will reflect the member's date of hire, rank, promotions, disciplinary history, commendations and other pertinent information including job performance, number of hours worked,

- and on-the-job injuries.
- b. Training File
The Training Division will maintain all non-PTO training files for the VPOP members. The VPOP coordinator will have access to review the files to ensure accuracy and that the members are current with their required training.
 - c. PTO Program File
A separate file will be maintained documenting the training received under the PTO Program. This file includes information pertinent to the program including CTR's, completed PTO journals, PBLE's and other documents that may be generated through the PTO process.

B. Selection and Classification

Application is made to the VPOP coordinator. Reserve officers must meet the same selection criteria/testing procedures required of regular officers.

C. General

Although on-duty reserve officers are classified as peace officers, they will not perform acts except under the direction of a regular officer. Reserve officers will not work in a solo capacity unless expressly directed to do so by the Chief of Police or a deputy chief during a declared emergency and only if they have been classified as level I.

While off-duty, members of the VPOP are private citizens and will conduct themselves as such. They have no powers of arrest and no protection under the law as a peace officer. If confronted with an emergency situation, they are to consider themselves as private citizens and make every possible effort to refer the problem to the proper agency.

Reserve Officers may have access to the NCIC system and other criminal data bases. Use of those systems is restricted to only those times when the member is working in their reserve capacity for the department. Any unauthorized access or use of those systems will be grounds for immediate termination from the program.

Reserve officers will not carry weapons while off-duty unless the weapon is carried in a manner lawful for a private citizen. A member will carry a concealed weapon only as directed by the Chief of Police and only while on-duty as a reserve officer under immediate supervision of a regular officer.

Reserve officers will neither carry nor wear a badge while off-duty. Identification may be carried as long as it is concealed. A reserve officer will not identify himself while off-duty as a reserve officer nor attempt to place himself/herself in an on-duty status except as required for appearance in court or administrative hearings.

Reserve officers will not incur expenses against the department without obtaining prior approval from competent authority.

D. Property Issuance

Uniform items, including leather, badge, and hat insignia, will be provided by the Reno Police Department. Reserve officers will be required to provide their own footwear. Handguns may either be privately owned or may be issued by the department range master. Departmentally owned handguns will only be used by the member for on-duty carry.

Each member will be issued an identification card identifying them as a member of the volunteer program. Identification cards will only be issued at the direction of the program coordinator.

VPOP members are eligible for uniform replacement as outlined in the Code of Appearance G.O. Uniforms will not generally be replaced if they become unserviceable due to normal wear and tear.

E. Property Responsibility

Each member will be directly responsible for property and equipment assigned to him by the department. Upon resignation, termination, or leave of absence, all property, including departmentally issued identification cards, will be promptly returned to the department via the VPOP coordinator. Upon the loss or theft of equipment, insignia or identification, the reserve officer will complete and submit the appropriate report.

F. Qualification and Training

Reserve officers are required to qualify with their duty firearms in the same manner as is required for regular officers as set forth in RPD general orders.

Reserve officers will receive in-service training equivalent to regular officers performing the same functions and must satisfy the requirements of NAC 289.300 to maintain their POST certification.

G. Commendations

Commendable work performed by VPOP members should be brought to the attention of the appropriate supervisors and documented accordingly. Commendations for reserve officers will be processed in the same manner as those for regular officers.

H. Violations and Deficiencies

Members are subject to the provisions of the Reno Police Department General Order Manual. They are also subject to special rules, policies and procedures pertaining solely to VPOP members. Violations and deficiencies will be noted, recorded and maintained in the member's personnel file. No derogatory information will be placed in a member's file without the member being afforded an opportunity to read it in its entirety and sign it.

Members violating departmental policies and procedures, Nevada Statute or city or county ordinance may be subject to disciplinary action. Disciplinary action may originate

with a regular member or a citizen complaint. Alleged violations should immediately be brought to the attention of the coordinator.

Members are subject to the same disciplinary measures as regular officers with the exception of reduction in salary. Members will be afforded the same protection as regular officers for incidents arising from on-duty conduct.

A VPOP member subject to discipline will be afforded the same protection of the grievance procedure as defined in the Reno Police Department General Order Manual through and including review and hearing by the Chief of Police. A member will not have a right of appeal beyond the Chief of Police.

H. Liability

Members of the VPOP will be entitled to medical treatment and hospital care as afforded any employee injured in the line of duty. SIIS/CDS coverage for members will be provided by the department. Members will report on-duty injuries promptly to their immediate supervisor.

I. Leave of Absence

Members may be placed on leave of absence upon application to the ~~Executive Board~~ *and* VPOP coordinator with final approval by the Chief of Police. During a leave of absence, a member's status will be suspended. Members will be placed into a satellite PTO program upon return to ensure necessary training is updated and documented.

J. Performance Review

Each member of the VPOP will be reviewed annually by the program coordinator with the assistance of the appropriate regular officers and training staff. Reviews will cover participation in the program, problems, performance, and recommendations.