

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: Steve Pitts /s/		
Approving Deputy Chief: /s/		
General Order No: T-410-05	Issued: January 3, 2006	Revised: August 4, 2014
General Order Title: ARMORY TRACKING SYSTEM		

POLICY

The Reno Police Department maintains an armory to store equipment and supplies for use in the field. Access to the armory is limited to supervisory personnel. Equipment and supplies are audited semi-annually.

PROCEDURES

Access to the Armory

To maintain control over armory equipment and supplies, the armory is accessible only to supervisors. Entry is through use of a keyless entry system. No officer will be allowed in the armory without a supervisor present.

Armory Equipment

Officers in the Patrol Division will be assigned equipment and supplies by their supervisor for use in the field. Supplies issued will be recorded by supervisors and the list given to Supply at the end of each shift bid. Any equipment assigned to an officer will be recorded by Supply staff. Supervisors are responsible for issuance and tracking of supplies for their personnel.

Radio

Each officer in the Patrol Division will be issued a handheld radio and charger. The officer will maintain possession of the radio while they are assigned to the Patrol Division and be responsible for maintaining the radio and keeping the battery charged for duty use.

Shotgun

Officers may elect to be assigned a shotgun for duty use. It will be the assigned officer's responsibility to maintain possession of the shotgun and to qualify with the weapon at the range per department policy.

AR-15

Each patrol sergeant will be assigned a department rifle. These items will be assigned each shift to an officer by the team sergeant. The officer will return the rifle at the end of each shift to be re-issued at the new bid.

P.B.T.

The P.B.T. will be issued, maintained, and calibrated by the Traffic Division.

Supply Room Equipment

All supplies will be stored in the Supply Room. Each team sergeant will check out supplies and place them in the team locker. The team sergeant will issue these supplies to each officer on an as needed basis. If the team locker supplies run low, the team sergeant will obtain more supplies from the Supply office. Items include, but are not limited to, the following:

- batteries
- Vionex
- Latex gloves
- CSI supplies: latent tape, fingerprint dust, etc.
- Crime scene tape

Equipment Auditing

An audit and visual inspection of equipment and supplies will be conducted semi-annually. The audit will be completed by the team supervisor.