

Patrol Function

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-department cooperation and information sharing.

400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of Reno, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.
- (b) Calls for service, both routine and emergency in nature.
- (c) Investigation of both criminal and non-criminal acts.
- (d) The apprehension of criminal offenders.
- (e) Community Oriented Policing and Problem Solving activities such as citizen assists and individual citizen contacts.
- (f) The sharing of information between the Patrol and other division within the Department, as well as other outside governmental agencies.
- (g) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies.
- (h) Traffic direction and control.

400.1.2 TERRORISM

It is the goal of the Reno Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report or Field Interview (FI). The supervisor should ensure that all terrorism related reports and FIs are forwarded to the Investigations Division Supervisor in a timely fashion.

400.2 PATROL INFORMATION SHARING PROCEDURES

The following guidelines are intended to develop and maintain intra-department cooperation and information flow between the various divisions of the Reno Police Department.

Reno Police Department

Policy Manual

Patrol Function

400.2.1 CRIME ANALYSIS UNIT

The Crime Analysis Unit (CAU) will be the central unit for information exchange. Criminal information and intelligence reports can be submitted to all divisions within the Department through daily and special bulletins.

400.2.2 CRIME REPORTS

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and may be forwarded to the appropriate bureau for retention or follow-up investigation.

400.2.3 PATROL BRIEFINGS

Patrol supervisors, detective sergeants and special unit sergeants are encouraged to share information as much as possible. All supervisors and/or officers will be provided an opportunity to share information at the daily patrol briefings as time permits.

400.3 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

400.4 RESPONSIBILITIES

400.4.1 LIEUTENANT'S RESPONSIBILITIES

Each shift's lieutenant/designee is responsible for ensuring that each shift begins with a Briefing, when practicable. The shift lieutenant may conduct the briefing or assign a Patrol Team sergeant to conduct the briefing, so long as they have sufficient notice to prepare. The shift lieutenant/designee will:

- (a) Ensure a roll call is completed and all required personnel are present.
- (b) Ensure information is disseminated about recent noteworthy events, crime trends, officer safety concerns, potential hazards and any other information that the shift lieutenant deems worthy;

Reno Police Department

Policy Manual

Patrol Function

- (c) When appropriate, ensure individual or line inspections of personnel and equipment are conducted;
- (d) When relevant or required, ensure in-service training is provided;
- (e) Provide assignments, when necessary, and/or:
- (f) Encourage personnel from other Sections and/or Units to attend to promote information sharing.

400.4.2 SERGEANT'S RESPONSIBILITIES

Each Patrol Team sergeant will ensure that the personnel assigned to their Patrol Team are prepared for the shift and have the supplies necessary and equipment required by the Uniform and Equipment Training Bulletin. Once the briefing is complete, sergeants will ensure that their personnel log on with dispatch and make themselves available for calls, as soon as practicable.

400.4.3 OFFICER'S AND CSO'S RESPONSIBILITIES

Personnel assigned to a Patrol Team must be present in the briefing room at the time Briefing begins, unless excused by their supervisor. Personnel will appear for Briefing in the prescribed duty uniform for their shift with all required equipment and supplies. Employees are encouraged to make presentations at Briefing but should obtain approval for presentations by their chain of command. Personnel must obtain supervisory approval any time they will need to delay going in service after briefing.

400.5 COMMUNITY SERVICE OFFICERS

To improve delivery of certain non-hazardous police services to the community, the Reno Police Department has established the non-sworn position of Community Services Officer (CSO).

- A. Duties of Community Services Officers – CSO's duties include but aren't limited to:
 - 1. Respond to non-injury accidents, and perform traffic control, and complete reports when necessary.
 - 2. Perform other related traffic duties including arranging for vehicle tows and issuing handicapped parking citations.
 - 3. Respond to non-hazardous call types, and complete reports when necessary
 - 4. Prepare and compose crime, incident, and accident reports, including interviewing and gathering statements from victims and witnesses.
 - 5. Transport victims, witnesses, and equipment.
 - 6. Assist in conducting surveys and studies by compiling, tabulating, and reporting data.
 - 7. Testify in court or at hearings regarding case records and investigative activities.
 - 8. Conduct crime prevention and community services activities.
 - 9. Perform crime scene investigations, including latent fingerprint lifting, taking photographs, and collecting evidence.
 - 10. Provide assistance as needed during special events.

Reno Police Department

Policy Manual

Patrol Function

11. Perform other related non-hazardous duties as assigned.
- B. CSO Responsibilities – CSO's responsibilities include but aren't limited to:
 1. Fulfilling duties as assigned.
 2. Taking care of equipment that is issued and assigned to them by the department.
 3. Following all departmental general orders, policies, and procedures applicable to their position.
- C. Supervisor Responsibilities – A CSO's sergeant's responsibilities include but aren't limited to:
 1. Ensuring that a CSO is not dispatched to any hazardous situations including domestic violence calls, even when the suspect is not on scene.
 2. Ensuring that the CSO is provided with any training and certifications necessary.
 3. Supervising assigned CSO's as any other team member: by monitoring performance, reviewing and approving reports, reviewing time off requests, etc.

400.6 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. Priority 1 or Priority 2 calls pending which go beyond established time limits for holding calls may be addressed by a Supervisor in the following manner. To alleviate this situation, they may 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.
3. 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 or to the Reno PD website for online reporting.