

## 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 specific 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: Jason Soto /s/		
Approving Deputy Chief: Tom Robinson /s/		
General Order No: E-190-17	Issued: June 29, 2005	Revised: March 9, 2017
General Order Title: <b>GENERAL ORDERS, D.C. DIRECTIVES AND TRAINING BULLETINS</b>		

### POLICY

Objectives, policies, procedures, rules, regulations and philosophies in the Reno Police Department General Orders, D.C. Directives and Training Bulletins are guides to the actions of employees. Employees are responsible for their action(s)/inactions(s) and the consequences thereof.

### DEFINITIONS

The following are definitions of terms used in General Orders, D.C. Directives and/or Training Bulletins:

- City – will mean the City of Reno.
- County – will mean Washoe County.
- Department – will mean the Reno Police Department.
- D.C. Directive – a temporary order or policy from a Deputy Chief to affect an immediate change in policy or procedure.
- Employee/Member/Personnel – are used interchangeably and apply to any person employed by the Department including volunteer workers.
- General Order – a directive, applicable to all police department employees, that provides direction and/or guidance.
- General Order Manual – a compilation of general orders establishing principles, guidelines, and procedures toward accomplishing Department objectives. General orders are effective Department-wide.
- City of Reno Policy and Procedures- The policies and procedures of the City which are applicable to all city employees, including Reno Police Department employees.
- Training Bulletins – documents of values and/or laws that guide the performance of a Department activity. They establish operational standards that assist Department employees in the necessary exercise(s) of discharging their responsibilities.
- Procedure – a method of performing an operation or a course of action.
- Rule – a prescribed guide for conduct or action.
- Philosophy – the general beliefs, concepts, and/or attitudes of the Department.

## **PROCEDURES**

General Orders D.C. Directives, Training Bulletins, and City of Reno Policies and Procedures which have not been specifically superseded will remain in effect where they do not conflict with the provisions of the latest General Orders, D.C. Directives and/or Training Bulletins.

### **Employee's Responsibility**

The contents of this manual are applicable to all employees unless the General Order, D.C. Directive or Training Bulletin clearly indicates otherwise or is obviously inapplicable as indicated by the wording. Violations may be grounds for disciplinary action or documented on a performance sheet and included in the employee's annual evaluation.

It is the responsibility of every employee to understand, adhere to and know where to locate every General Order, D.C. Directive, Training Bulletins and the City of Reno Policies and Procedures. When a new or updated General Order, D.C. Directive, Training Bulletin or City of Reno Policy/Procedure is distributed through the city's e-mail system, each employee must read and review the new document.

Lack of knowledge of any General Order, D.C. Directive, City of Reno Policy/Procedure, and/or Training Bulletin is not a sufficient justification to exonerate an employee if he or she has been found to have violated any of these items.

### **Authority**

In accordance with the provisions of the Reno City Charter, the Chief of Police will be responsible to the City Manager and City Council for the administration of the Reno Police Department, and will have the power to supervise, regulate, and manage the Department, and to make and enforce necessary and desirable rules and regulations. This includes the authority to issue, modify, and approve departmental written directives.

### **Legality of Contents**

If any part is found to be illegal or otherwise incorrect or inapplicable, such findings will not affect the validity of the remaining portions.

### **Deputy Chief's Directives**

The authoring Deputy Chief will review each of their D.C. Directives on the anniversary that the Directive was dated. During this review, the authoring Deputy Chief will determine the need to re-issue the directive, convert the directive to a general order, or to delete the directive.

### **Modifications to a General Order**

The following procedure will provide direction for additions, deletions, or revisions to a General Order.

Only the Chief of Police is authorized to implement additions, deletions, or revisions to any General Order for the Reno Police Department. Any member may suggest additions, deletions, or revisions to General Orders by forwarding those suggestions through their chain of command to the General Order Project Manager.

The Chief of Police will authorize a review of all General Orders at his discretion. The Chief of Police or their designee will identify the individual responsible for the review and prescribe the manner for the review. The individual assigned to coordinate the review will serve as the General Order Project Manager until the review is complete.

Any proposed additions, deletions, or revisions to a General Order will be submitted in final draft form for tracking and staff review. "Final Draft" format is defined as:

- Typed in MS Word
- Properly numbered and formatted to be copied directly into the General Orders
- Arial 11 font
- Additions and revisions in bold text
- Deletions shown as strike-through text

Once the document is in final draft form, it will be delivered to the General Order Project Manager. The General Order Project Manager will coordinate a department-wide staff review of the proposal as necessary.

Once the document has received the appropriate authorization to be published, it will be delivered to the Training Sergeant, along with all associated staff review documents. The Training Sergeant will maintain an electronic file containing all additions, deletions, or revisions to the General Order.

### **Maintenance and Distribution**

All signature copies will be submitted to the Internal Affairs Lieutenant who is responsible for maintaining hard copies of General Orders. The Internal Affairs Lieutenant shall maintain a hard copy of each edition of the General Orders Manual in an archive so that they may be referred to later. This shall include all released memoranda indicating changes to the General Orders Manual.

The Training Sergeant will publish copies of the additions, deletions or revisions to all members via e-mail. The Training Sergeant is responsible for the maintenance of the General Order Manual

All General Orders, Training Bulletins and D.C. Directives will be posted on the police department's intranet (J drive). All City of Reno Policies and Procedures are posted on the City's intranet. General Orders, Training Bulletins and the D.C. Directives are considered public record.