

## 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: Thomas Robinson V /s/		
General Order No: E-390-14	Issued: February 14, 2014	Revised:
General Order Title: <b>SLEEPING QUARTERS</b>		

### I. POLICY

The Reno Police Department recognizes that adequate sleep is one of the keystones of mental and physical health. Research has shown that sleep deprived Officers have greater odds of falling asleep behind the wheel, a higher incidence of citizen complaints, and are more prone to making serious administrative or safety errors. Shift work can increase the incidence of sleeping disorders. The same research shows that Officers had an 8 times greater incidence of sleeping disorders than is observed in general population. Sleep deprivation is also associated with a host of health problems.

Shift work, court appearances, administrative hearings, extended investigations, and critical incidents can all contribute to disrupted sleep patterns. The Reno Police Department is committed to the health and safety of our employees, and has established sleeping quarters in an effort to reduce sleep deprivation.

### II. DEFINITIONS

**Sleeping Quarters** – Rooms and beds in Reno Police department buildings established for purpose of rest or sleep.

### III. PROCEDURES

#### A. Off Duty use of the Sleeping Quarters

- All personnel will sign in on the roster outside of the door indicating which bunk they are occupying.
- No extended stays.
- Clean sheets will be on the beds while in use.
- The Department will supply linens to those that desire them.
- Minimum sleeping attire is shorts and t-shirt.
- Members will change in the appropriate rest room.

- Guests will not be in the sleeping quarters while any bunks are occupied.
- There will be no sexual activity of any sort in the station. No more than 1 person will occupy a bunk at any time.
- Be respectful of others. (Noise and Light discipline)
- Clean up after you are done.
- For those using supplied sheets, place them into the dirty laundry hamper when you leave.
- Sleeping Quarter spaces are not the private domain of their occupants, and posters or other materials that are not permitted in the public areas will also not be permitted in the bunkrooms.
- Except for inspection by supervisors, tours authorized by the watch commander, maintenance, or an emergency, no individual shall enter a space designated for use by the opposite gender. Under no circumstances shall anyone enter a bunkroom or restroom facility designated for use by the opposite gender, without advance notice and permission from the occupant.

B. On Duty use of the Sleeping Quarters.

Employees may use the sleeping quarters while on duty under the following circumstances.

- Employees will follow all procedures listed in section A above.
- Employees will notify their immediate supervisor (Watch Commanders can notify the senior shift Sergeant if their supervisor is unavailable).
- The request can be denied by the supervisor.
- Employees will use their breaks as designated by contract. (Signal C -15 min., Code 7 – 30 min, Extended Code 7 – 45min)
- Employees will be available by phone in the event they are needed for a priority call.