

RENO POLICE DEPARTMENT GENERAL ORDER

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Chief of Police: Michael Poehlman /s/		
Approving Deputy Chief:		
General Order No: T-460-09	Issued: October 29, 2009	Supersedes: N/A
General Order Title: Temporary Duty Assignment (TDA)		

I. POLICY

To assist employees with career development, and to provide the highest levels of service to the community, the Reno Police Department has established a voluntary program for officers/supervisors to be temporarily assigned to internal units. For a period of time to be determined by the employee's direct supervisor and the TDA unit supervisor, employees can be temporarily assigned to a unit other than their regularly assigned unit within the department: General Detectives, Street Enforcement Team, Traffic, Internal Affairs, Training and the Regional Gang Unit. During this assignment, employees will be introduced to several topics aimed at enhancing their skills/knowledge.

II. PROCEDURES

Patrol Supervisors

Supervisors will coordinate with the TDA unit's point of contact to ensure that officers/detectives are available. Following are the points of contact:

General Detectives: Burglary Sergeant
SET: Senior SET Sergeant
RGU: Senior RGU Sergeant
Traffic: Senior Traffic Sergeant
Training: Training Sergeant
Internal Affairs: Senior Internal Affairs Sergeant

Detective Supervisors

Supervisors assigned to the specific investigative units mentioned above will ensure that the TDA employee has someone to work with throughout the TDA. At the end of the career development period, the designated investigations supervisor will complete an inter-department informational memo for the employee/supervisor's training file indicating the employee's completion of the TDA.

TDA Detective

Detectives who volunteer will assist the TDA employee with the opportunity to develop themselves through exposure to the inner-workings of the TDA unit.

Traffic Supervisors

Supervisors assigned to the traffic unit will make certain that the TDA employee has someone to work with throughout the TDA. At the end of the career development period, the traffic supervisor will complete an inter-department informational memo for the employee/supervisor's training file indicating the employee's completion of the TDA.

TDA Traffic Officer

Traffic Officers who volunteer will assist the TDA employee with the opportunity to develop themselves through contact with the functions of the Traffic Unit.

Internal Affairs Supervisors

Internal Affairs Supervisors that volunteer will assist the TDA employee (must be a supervisor) with the opportunity to develop themselves through an introduction to the Internal Affairs Unit.

TDA Training Officer

Training Officers that volunteer will assist the TDA employee with application information to one of the specific training units areas outlined in the guide for TDA discussion.

Training personnel

The Training Unit Sergeant will update the employee's training file with the TDA informational memo.

Guide for TDA Discussion

Topics discussed will be documented; a guide is attached. The topics for discussion may include:

General Detectives:

- Common Miranda concerns
- Practical interview techniques
- PC arrest vs. when to submit a case
- Preparation of a case for submission to Attorney's Office
- Evidence processing
- Common issues detectives see with patrol case investigation
- Timeline of case from victim through Detectives
- Preparing/presenting a photo array

- Accessing case assignments and status information in Tiburon
- Proper show-up identifications in the field

Street Enforcement Team:

- Learn what is required to establish and properly document a Confidential Informant
- Understand the how and why of Administrative Subpoena
- Search Warrant Procedures
- SWAT service versus SET team service
- Operational planning and risk assessment

Regional Gang Unit:

- Knowledge of RPD gang data base
- General Order regarding intelligence files applies to RGU
- How to investigate graffiti and gang related crimes
- Knowledge about area gangs and the subculture of gang members
- Importance of chain of custody for evidence collected at the crime scenes
- Active gang members in the patrol beats

Internal Affairs Unit:

- Garrity
- Weingarten
- N.R.S. 288 / 289
- R.P.P.A. Contract Article 29 (Discipline and Discharge)
- R.P.P.A. Contract Article 10 (Sick Leave)
- R.P.P.A. Contract Article 28 (Grievance Procedures)
- Internal Affairs General Order E-210-05
- How cases come into the Unit
- Information needed for an Internal Affairs Case
- How to format an investigative report
- Look at Accident, Pursuit and Use of Force cases
- Performance vs. Discipline

Training Unit:

- Purposeful Teaching
- Range Instructor
- Range Assistant
- Simunitions/FX Instructor
- Defensive Tactics/Weaponless Defense Instructor
- Emergency Vehicle Operation Course (EVOC) Instructor
- Diversity/Cultural Awareness Trainer

Traffic Unit:

Traffic Supervisors:

- Exposure to special event planning
- Grant management and reporting
- Accident report review and assignment to detectives
- M.A.I.T supervisor responsibilities
- Exposure to traffic goals and objectives

TDA Traffic Officer:

- Exposure to traffic goals and objectives
- Accident and Motor Officer duties
- Exposure to skills required of a Motor Officer
- Ability to attend "Intro to Traffic" class
- Traffic Detective duties and responsibilities
- M.A.I.T callouts and procedures
- Special event responsibilities