

FOREWORD

This publication is dedicated to the concept that a professional organization must be operated within the rules of law and guided by clearly established rules and regulations.

The integrity of the Department rests with the actions of its members. This manual is a guideline to assist with the regulation of conduct. Our community's perception of Police Department is based upon the competence and ethical deportment of our officers and staff. These policies will help to ensure that public trust is well placed.

These rules and regulations are adopted in the interest of discipline and efficient police service and are not intended to create higher standards than imposed by law. Since it is impossible to anticipate every situation that may arise or to prescribe a specific course of action in each scenario, all members are expected to exercise common sense and good judgment in the delivery of Department services.

In summary, this manual is to be used as a guide to consistently do the right thing for the community, as long as it is safe, legal, and ethical.

This is a living document, subject to change, and constantly evolving. Policies are subject to being amended, revoked, or revised at any time as the needs of the agency may require. Please notify the Standards and Planning Division if any area of this manual needs correction or if there are suggestions or comments for future issues or new policies. Any assistance is appreciated.



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Chapter

INTRODUCTION

Subject

GLOSSARY OF ACRONYMS

| ACRONYM | DEFINITION |
|----------------|--|
| ACA | American Correctional Association |
| ACLU | American Civil Liberties Union |
| ADP | Assignment Differential Pay |
| ADAS | Assistant Director Administrative Services |
| AMBER Alert | America's Missing Broadcast Emergency Response |
| AMD | Amended Charge |
| AMR | American Medical Response |
| ATF | Alcohol, Tobacco, and Firearms |
| ATL | Attempt to Locate |
| BAC | Blood Alcohol Content |
| BO | Bound Over |
| BOP | Bureau of Prisons |
| BOSS | Body Orifice Security Scanner |
| B/W | Bench Warrant |
| CAD | Computer Aided Dispatch |
| CAS | Chemical Abstracts Service |
| CCDC | Clark County Detention Center |
| CCSO | Civilian Community Service Officer |
| CCW | Carrying a Concealed Weapon |
| CD | Compact Disk |
| CDC | Center for Disease Control |
| CDL | Commercial Drivers License |
| CFR | Code of Federal Regulations |
| CHINS | Child in Need of Supervision |
| CHRI | Criminal History Record Information |
| CI | Confidential Informer/Cooperative Individual |

| ACRONYM | DEFINITION |
|----------------|--|
| CIMS | Computerized Inmate Management System |
| CLETS | California Law Enforcement Telecommunications System |
| CNT | Crisis Negotiation Team |
| CPSR | Civilian Police Service Representative |
| CPTED | Crime Prevention Through Environmental Design |
| CSA | Crime Scene Analyst |
| CSC | Corrections Systems Coordinator |
| CSI | Crime Scene Investigator/Crime Scene Investigations |
| DEA | Drug Enforcement Agency |
| DEC | Deceased Prisoner |
| DIMS | Digital Imaging Standards |
| DIS | Dismissed Charges |
| DMV | Department of Motor Vehicles |
| DNY | Denied Charges |
| DOJ | Department of Justice |
| DPC | Delay in Probable Cause |
| DTO | Department Training Officer |
| DUI | Driving Under the Influence |
| DWI | Driving While Intoxicated |
| EAP | Employee Assistance Program |
| EARR | Employee Assistance Resource Representative |
| EAS | Emergency Alert System |
| EIS | Early Intervention System |
| EOC | Emergency Operations Center |
| EPD | Electronic Commander's Log |
| EVOC | Emergency Vehicle Operations Course |
| FAA | Federal Aviation Administration |
| FAA | Forensic Analyst of Alcohol |
| FATS | Firearms Training System |
| FBI | Federal Bureau of Investigation |

| ACRONYM | DEFINITION |
|----------------|--|
| FMB | Facilities Management Bureau |
| FNG | Found Not Guilty |
| FPD | Fine Paid |
| FST | Field Sobriety Test |
| FTA | Fail to Appear |
| FYS | Family and Youth Services |
| GSR | Gun Shot Residue |
| HBV | Hepatitis B Virus |
| HEPA | High Efficiency Particulate Air |
| HGN | Horizontal Gaze Nystagmus |
| HIV | Human Immunodeficiency Virus |
| HOC | House of Change |
| HR | Human Resources |
| HVAC | Heating, Ventilation, and Air Conditioning |
| IAD | Insufficient Affidavit to Detain |
| IAD | Internal Affairs Division |
| ICE | Immigration and Customs Enforcement |
| ICS | Incident Command System |
| IHA | In-House Arrest Program |
| III | Interstate Identification Index |
| INS | Immigration and Naturalization Service |
| IRS | Inmate Record Specialist |
| IT | Information Technology |
| JPATS | Justice Prisoner Alien Transport System |
| JPEG | Joint Photographic Experts Group |
| JIMS | Jail Information Management System |
| JLINK | Justice Link |
| KITE | Inmate Request Form |
| LPR | License Plate Readers |
| LVC | Las Vegas Municipal Court |

| ACRONYM | DEFINITION |
|----------------|---|
| LVMPD | Las Vegas Metropolitan Police Department |
| MCC | Male Closed Custody |
| MCC | Mobile Command Center |
| MDT | Mobile Data Terminal |
| MF | Master File |
| MOR | Medical Own Recognizance |
| MOR/JOR | Municipal Court/Justice Court Own Recognizance |
| MPD | Metropolitan Police Department |
| MPWV | Metropolitan Police Wanted Vehicles |
| MSDS | Material Safety Data Sheets |
| MVO | Motor Vehicle Officer |
| NAC | Nevada Administrative Code |
| NCF | No Charges Filed |
| NCIC | National Crime Information Center |
| NCJIS | Nevada Criminal Justice Information System |
| NDI | Nevada Division of Investigation |
| NFD | Non-Federal Detainees |
| NHP | Nevada Highway Patrol |
| NICB | National Insurance Crime Bureau |
| NIMS | National Incident Management System |
| NJC | Neighborhood Justice Center |
| NLETS | National Law Enforcement Teletype System |
| NLV Ord. | North Las Vegas Ordinance |
| NLVDS | North Las Vegas Detention Services |
| NLVFD | North Las Vegas Fire Department |
| NLVPD | North Las Vegas Police Department |
| NLVPD/DC | North Las Vegas Police Department Detention Command |
| NLVPOA | North Las Vegas Police Officers Association |
| NRS | Nevada Revised Statute |
| NTSB | National Transportation Safety Board |

| ACRONYM | DEFINITION |
|----------------|---|
| NVAL | Nevada All |
| NWAC | Northwest Area Command |
| O.C. | Oleo-resin Capsicum |
| OFP | Order for Protection |
| OIC | Officer in Charge |
| OJ | Other Jurisdiction |
| OOB | Out on Bail |
| ORI | Originating Agency |
| PAD | Pre-Arrestment Delay |
| PALCAR | Patrol Automated Laptop Computer Assisted Reporting |
| PBT | Preliminary Breath Test |
| PC | Personal Computer |
| P/C | Probable Cause |
| PCOJ | Probable Cause Other Jurisdiction |
| PERS | Public Employee Retirement System |
| PIO | Public Information Officer |
| PND | Pending |
| POA | Police Officers Association |
| P&P | Parole and Probation |
| PPCT | Pressure Point Control Tactics |
| PPD | Protein Purified Derivative |
| PR | Person Reporting/Person Responding |
| PR | Public Relations |
| PSU | Problem Solving Unit |
| PTC | Police Tracking Computer |
| RAW | Unaltered Data |
| RBA | Records Bureau Administrator |
| RED | Reduced Sentence |
| REF | Medically Refused after Booking Accepted |
| RMD | Remanded |

| ACRONYM | DEFINITION |
|----------------|--|
| R/O | Registered Owner |
| ROJ | Released to Other Jurisdiction |
| RNL | Remand to NLVPDDC for MPD |
| RTP | Released to Pay |
| SAC | South Area Command |
| SCOPE | Shared Computer Operation for Protection and Enforcement |
| SCRS | Standardized Crime Reporting System |
| SCS | Security Control Supervisor |
| SCT | Security Control Technician |
| SFST | Standardized Field Sobriety Test |
| SI | Source of Information |
| SID | State Identification Number |
| SKA | Skills, Knowledge, Abilities |
| SKP | Escaped |
| SRT | Special Response Team |
| SUV | Sport Utility Vehicle |
| SVRN | Stolen Vehicle Recovery Network |
| SWAT | Special Weapons and Tactics |
| SWGIT | Scientific Working Group on Imaging Technology |
| TAC | Terminal Agency Coordinator |
| TADC | Temporary Assistance for Domestic Violence Center |
| TB | Tuberculosis |
| TECRO | Taipei Economic and Cultural Representative Office |
| TFMV | Theft from Motor Vehicle |
| TIFF | Tagged Image File Format |
| TPO | Temporary Protection Order |
| Triple I | Interstate Identification Index |
| TSR | TraSer Wireless |
| TSV | Time Served |
| TWA | Time Weighted Average |

| ACRONYM | DEFINITION |
|----------------|--------------------------------------|
| UC | Undercover Officer |
| UCR | Uniform Crime Reporting |
| UFAP | Unlawful Flight to Avoid Prosecution |
| UMC | University Medical Center |
| USAF | United States Air Force |
| USB | Universal Serial Bust |
| USCA | United States Court of Appeals |
| USM | Unites States Marshals |
| USSC | United States Supreme Court |
| VIN | Vehicle Identification Number |
| VoIP | Voice over Internet Protocol |
| VSA | Voice Stress Analysis |
| W/A | Warrant of Arrest |
| WALK | Walk Through Booking |
| WKD | Weekender Sentenced to Incarceration |
| WKP | Work Program |
| WSO | Warrant Service Officer |
| WVS | Wanted Vehicle System |



Chapter

INTRODUCTION

Subject

MANUALS

04.01.01 PURPOSE Manuals are official publications of the North Las Vegas Police Department. They are issued with the authority of the Chief of Police and City Manager. They contains rules, regulations, policies and procedures of this Department. The contents are established to assist and direct all members in carrying out their duties and responsibilities.

04.05.01 POLICY All members are responsible to know, maintain, and carry out all Department policies and procedures.

The manuals are intended to provide members with guidelines to assist and direct them in performing their duties. It is recognized that employees must use discretion executing their duties, that the manuals do not address all possible situations that may be encountered, and that the application of most of the provisions of this manual requires employees to use their best judgement.

04.10.01 TERMS “Shall” and “will” are mandatory; “may” is permissive.

**04.15.01 MECHANICS
OF MANUAL**

The manuals are organized to find material easily and quickly. They are divided into general sections that address one or more specific topics.

FINDING A SUBJECT AREA - consult the Table of Contents at the front of the manual for the correct section.

FINDING A SPECIFIC SUBJECT - consult the Alphabetical Index at the front of the manual.

FINDING DEFINITIONS FOR ACRONYMS - consult the Glossary at the front of the manual.

**04.15.05 MANUAL NUMBERING
SYSTEM**

THE NUMBERING SYSTEM - The manual is designed for easy retrieval of information.

Manual Abbreviation

PO - Department Policy Manual

PR - Department Procedures Manual

CO - Office of the Chief Manual

IM - Investigative Division Manual

Manual Numbering System

(cont'd)

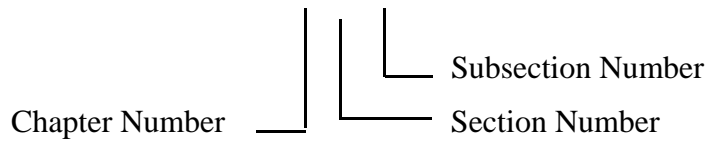
POM - Police Operations Division Manual

PSM - Police Services Division Manual

DOM - Detention Operations Division Manual

DSM - Detention Services Division Manual

PO - 2.01.01



| NORTH LAS VEGAS POLICE DEPARTMENT POLICIES AND PROCEDURE MANUALS | | | | | |
|---|---|--|--|--|---|
| DEPARTMENT MANUAL | OFFICE OF THE CHIEF | INVESTIGATIVE DIVISION | POLICE OPERATIONS DIVISION | ADMINISTRATIVE DIVISION | DETENTION SERVICES |
| Organization/ Mgmt Personnel Matters Rules and Regulations Authority/Use of Force/ Jurisdiction Internal Affairs/ Discipline/ Recognition Police Operations Contacts/Arrests/ Searches/Seizes Investigations Evidence and Property Reports/Records/ Department Info Unusual Occurrences Communications System Support Facilities Mgmt. Detention | Internal Affairs Assistant Chief Homeland Security | Special Operations <i>Gangs</i> <i>Street Narcotics</i> <i>Canine</i> Narcotics Bureau Detective Bureau <i>Persons/Property</i> <i>Crimes</i> <i>Abuse/Neglect</i> <i>Specialist</i> <i>Victim/Witness</i> <i>Advocate</i> <i>Sexual Offender</i> <i>Notification</i> Crime Scene Investigations <i>Crime Scene</i> <i>Evidence/Vault</i> Communications Radio Systems | Patrol <i>Problem Solving</i> <i>Unit</i> <i>Driver/ Messenger</i> Traffic <i>Crossing Guards</i> Crime Analyst | Community Services Records Division <i>Customer Service</i> <i>Special Projects</i> Professional Standards Resource Mgmt. <i>Payroll</i> <i>Purchasing</i> <i>Fleet</i> <i>Facilities Mgmt.</i> <i>Bureau</i> System Support <i>Terminal Agency</i> <i>Coordinator</i> <i>Corrections System</i> <i>Coordinator</i> <i>Police Systems Admin.</i> <i>Mobile Data</i> Animal Control | Operations Corrections Security Control Court Transportation Inmate Grievances/ Property <u>Detention Services</u> Inmate Records Food Services Classification Laundry/ Housekeeping Building Custodian Inmate Programs Inmate Medical Commissary/ Resources Training <i>Academy</i> <i>Cadet Program</i> <i>FTEP/Recruitment</i> |

04.15.10 MANUAL REVISION

DATING

The issued or revised date of a policy can be found on the lower left hand corner of the page.

04.15.15 COLOR CODING

The Chief of Police may want to color code select directives for special emphasis/attention to that directive. Those directives may be color coded as follows:

| | |
|-------------------------------------|---------------|
| HIGH FREQUENCY/HIGH SEVERITY | Canary Yellow |
| LOW FREQUENCY/HIGH SEVERITY | Green |
| TIME DEADLINES | Blue |
| ALL OTHER CATEGORIES | White |

04.20.01 CONTRADICTIONS OF DIRECTIVES

If any chapter, section, or subsection of these manuals is found to be invalid or unenforceable by law or by contract, the remainder of these manuals shall not be affected. Such law or contract will be the guiding document.

04.25.01 MANUAL DISTRIBUTION

The Office of the Chief is responsible for printing, distributing, and affecting changes in this manual. Changes are not permitted without expressed authority of the Chief of Police, after a review by the City Manager or designee.

Standards and Planning

- Supplies each Division/Bureau with copies of all directives and/or revisions.
- Issues all new employees applicable manuals.
- Issues division manuals as needed by assignment.

Employee

- Signs a form in Supply indicating receipt of manual.
- Keeps manual updated and reads all updates provided.
- Upon retirement or termination returns all materials issued.

04.30.01 REFERENCE MANUALS

A complete set of Manuals will be maintained by the following:

| | |
|--|----------------------------|
| Office of the Chief | Assistant Chiefs of Police |
| Operations Captains | Investigative Captain |
| Assistant Director Administrative Services | Detention Services Manager |
| Public Information Officer | Records Bureau |
| Communications Bureau | Training Bureau |

**04.35.01 MANUAL
SECURITY**

To keep information confidential:

- Keep manuals secure.
- Keep strictly confidential information that could hamper the Department's operations.
- Immediately report to a supervisor the loss of a manual or any of its parts.

**04.40.01 OTHER OFFICIAL DEPARTMENT
PUBLICATIONS**

Become familiar with other official Department publications:

- Training bulletins
- Division or personnel directives
- Manual updates and revisions
- Bureau or unit operating procedures

Maintain, update, and keep secure and confidential all such publications.



Chapter

ORGANIZATION AND MANAGEMENT

Subject

VISION, MISSION, GOALS, AND VALUES**1.01.01 VISION**

The North Las Vegas Police Department is committed to enhancing the safety and security of our citizens by providing effective, efficient law enforcement and promoting community partnerships.

1.01.05 MISSION

THE MISSION of the North Las Vegas Police Department is to enforce state, federal, and local laws within the framework of the constitution. We encourage the involvement of the community to assist in holding accountable those that commit crimes.

1.01.10 GOALS

THE DEPARTMENT GOALS are:

- Reduce crime.
- Increase clearance rates.
- Continue community partnerships and programs.
- Fiscal oversight and reduce spending where possible by evaluation of spending practices, purchasing supplies, and contract awards.
- Search for alternative funding sources that will provide the best opportunities to hire, purchase equipment, and acquire technologies.

1.01.15 VALUES

THE DEPARTMENT VALUES are:

- Quality Service - We deliver the highest level of excellence and strive to continuously improve services.
- Respect - We treat each other with respect in all interactions.
- Integrity - We are committed to making the right decisions for the right reasons.
- Teamwork - We sustain an environment that respects individual opinion while building consensus to a common goal.
- Creativity - We encourage risk taking in order to try new approaches and experiencing new ideas.
- Accountability - We take ownership in what we do and do the job right.
- Leadership - We inspire others to achieve their goals by leading by example.



Chapter

ORGANIZATION AND MANAGEMENT

Subject

DEPARTMENT ORGANIZATIONAL CHART AND TERMS**1.05.01 ORGANIZATIONAL CHART**

The purpose of the Organizational Chart is to visually familiarize members with the Department Command Structure. Refer to pages 3 through 10.

1.05.05 TERMS

Beat: The primary subdivision of a district.

Bureau: The primary subdivision of an office or division of the Department responsible for performing one or more functions. It may be commanded by any rank, depending on size, nature and importance.

Command: The largest divisions of the Department responsible for performing specific functions and directed by a Captain and/or ADPS/Manager.

Command Staff: Chief of Police, Assistant Chiefs of Police, Captains, Assistant Director Police Services (ADPS), Detention Services Manager.

Corrections Officer: Any duly-sworn person authorized to execute limited police powers and charged with detention responsibilities in connection with the North Las Vegas Police Department. The term shall be applied without regard to sex, rank, division or duty.

Court Services Officer: An officer assigned to transport in-custody inmates to and from local courts.

Detail: A temporary or periodic subdivision of a bureau designed to accomplish a specific task or series of tasks.

District: The largest designated patrol area of the City, as established by the Department.

Division: A major component of a Command, responsible for a core process and commanded by a commissioned or non-commissioned administrator.

Division Commander: Usually the lieutenant/manager of a division.

Employee, Member, Personnel, or Person: Any person employed by the North Las Vegas Police Department in a temporary, probationary, or permanent status.

Lt/Manager: Personnel appointed as the primary administrative head of a specific division/bureau.

Neighborhood: A subdivision of a beat. It follows census tracts or contractor subdivisions.

Terms (cont'd)

North Las Vegas Police Department, Department, Departmental: Shall mean the North Las Vegas Police Department operating as the law enforcement and detention agency within the incorporated areas of the City of North Las Vegas.

Patrol area: A geographical area of the City, as established by the Department, primarily for the purpose of assigning personnel areas of responsibility on a given shift of duty. Patrol areas consist of districts and beats.

Patrol officer: An officer assigned for a shift of duty in a specific patrol area or other assignment.

Patrol unit: An officer or officers assigned to a radio-equipped marked police vehicle for a shift of duty in a specific patrol area.

Police Officer: Any duly-sworn person authorized to execute police powers and charged with law enforcement responsibilities in connection with the North Las Vegas Police Department. The term shall be applied without regard to sex, rank, division or duty.

Post assignment: Anywhere an employee is requested to report for duty will be considered a post assignment (i.e. A-dorm, C-dorm, F-dorm, Booking and Release).

Rank: A grade or class of official standing of members within the Department charged with supervisory or command responsibilities.

Report classification: The identifying title of a report.

Shift: A time division of the day for the purpose of personnel assignment. They are referred to as graveyard, day, and swing.

Squad: A group of Department personnel assigned to specific days of work. This shall consist of squad "A" and squad "B".

Staff: Personnel who assist a superior in carrying out assigned tasks.

Superior: A person of higher rank.

Supervisor: All supervisory personnel within the Department, both commissioned and civilian.

Unit: A subdivision of a bureau or division and commanded by any rank, depending size, nature and importance.

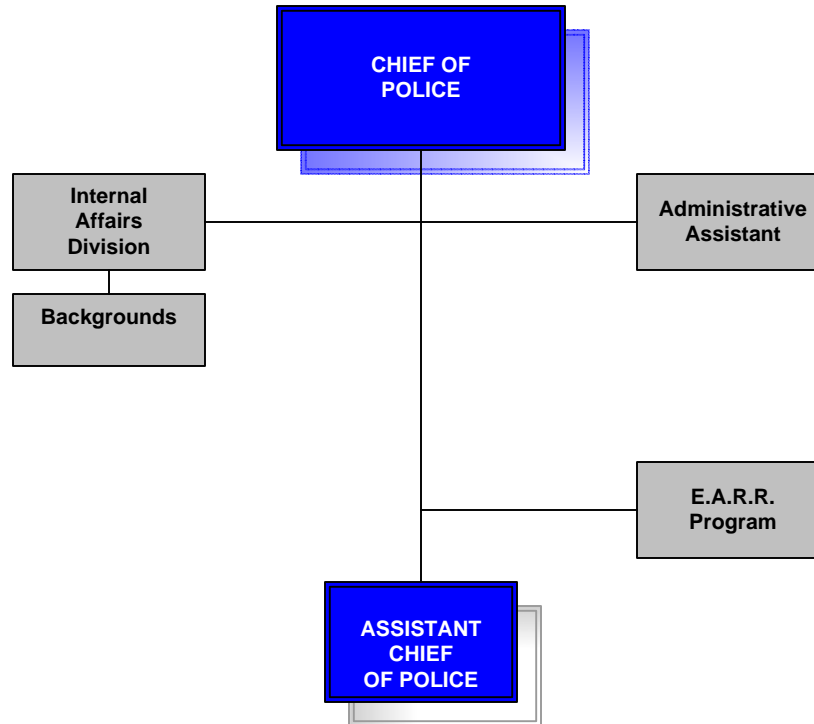
Watch Commander: Police Operations or Detention Operations Command supervisor who is responsible for Operational functions. This position will be a designated supervisor 24 hours a day and may be rotated BETWEEN supervisors but will be clearly made known to other supervisors and to the Communications Division.



NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 12/02/08

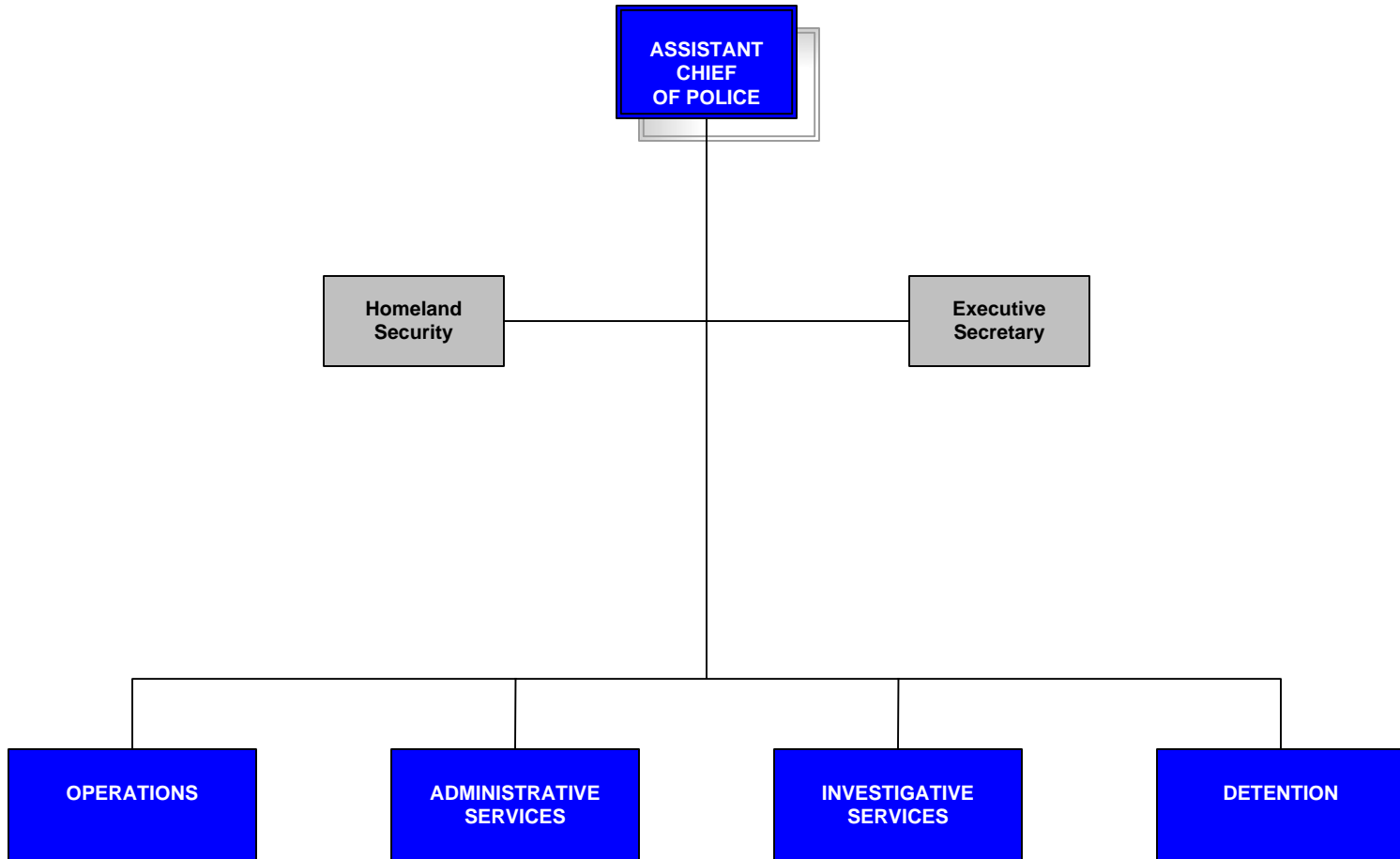




NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 12/02/08

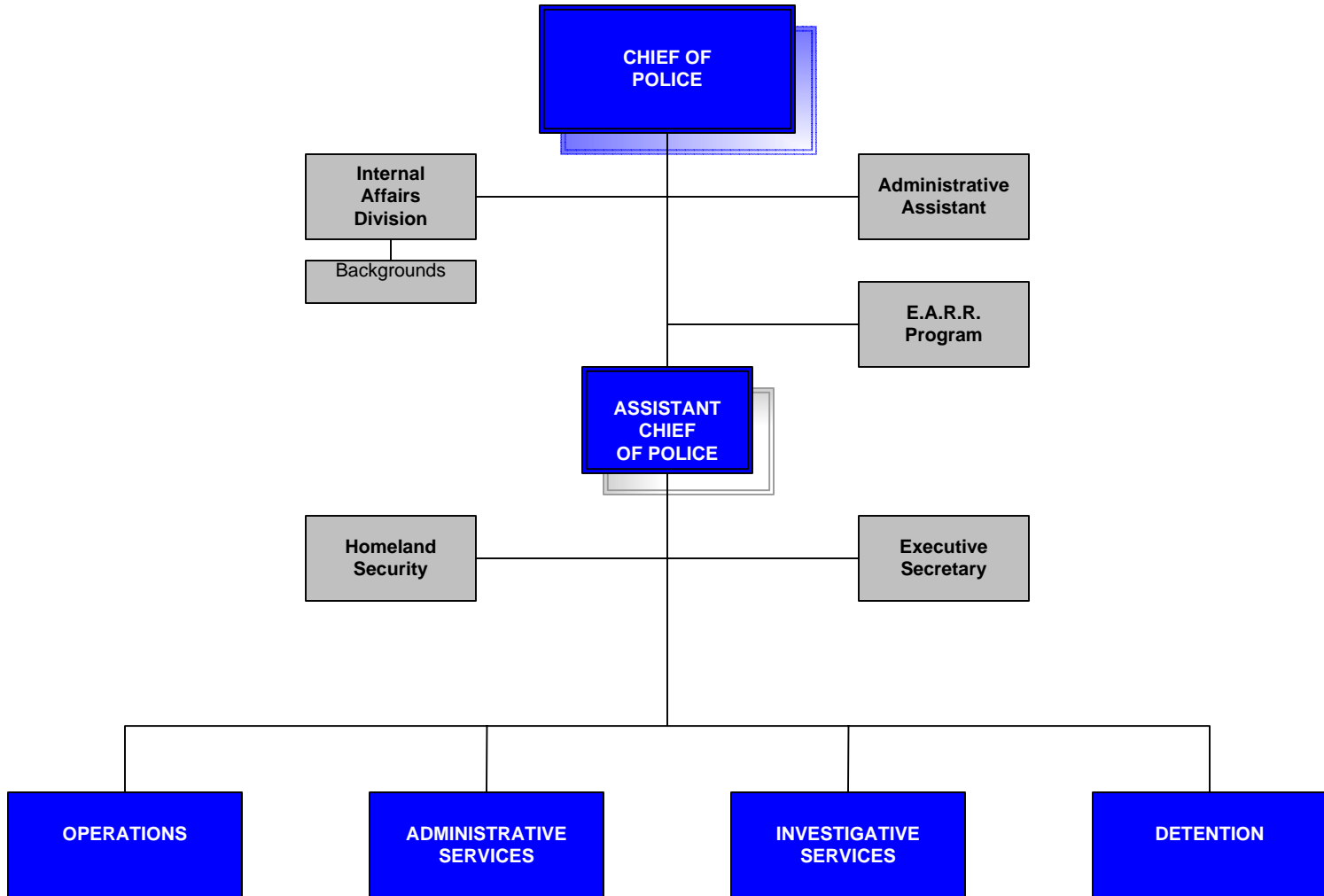




NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 12/02/08

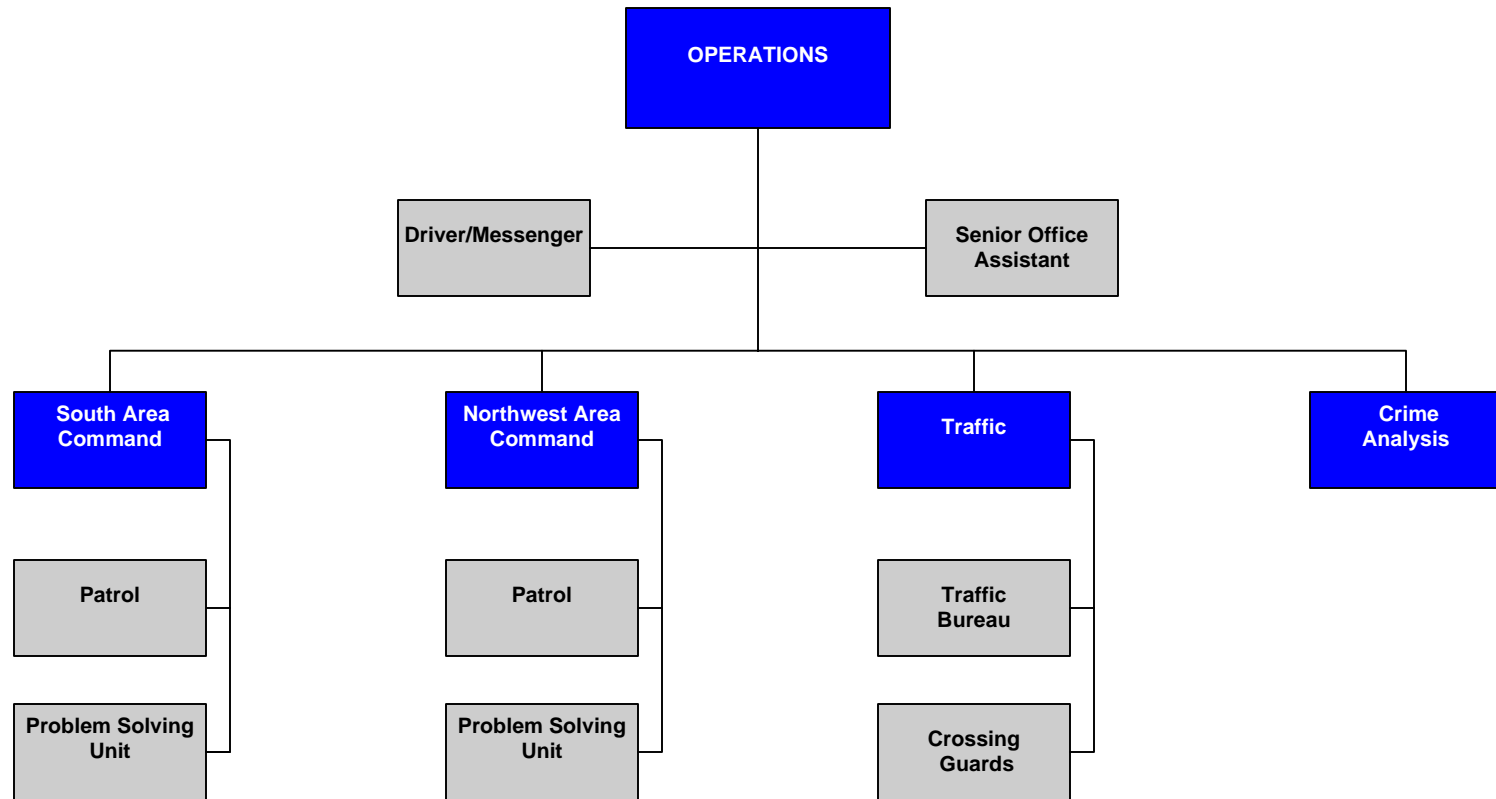




NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 12/01/08

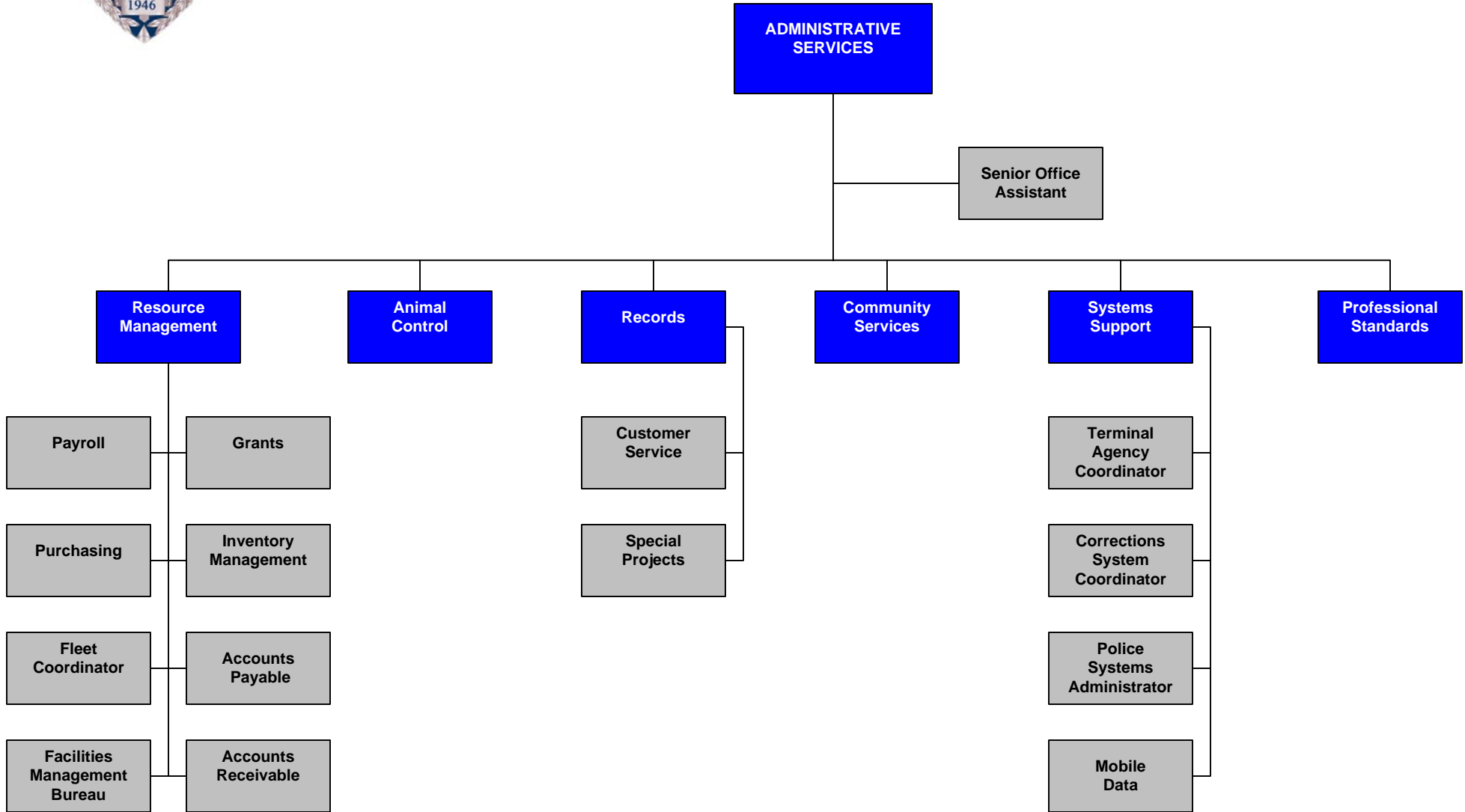




NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 06/02/08

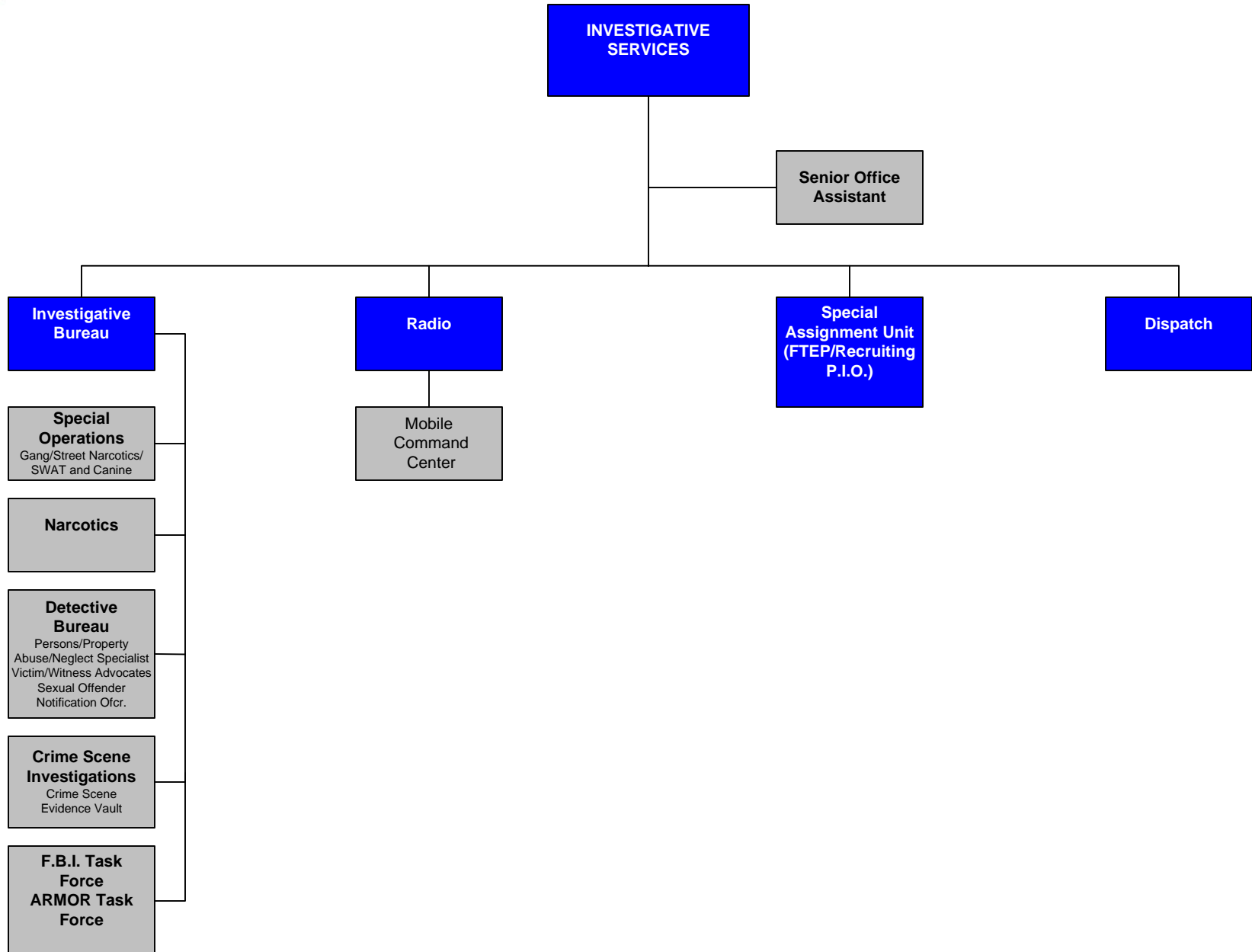




NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 11/25/08

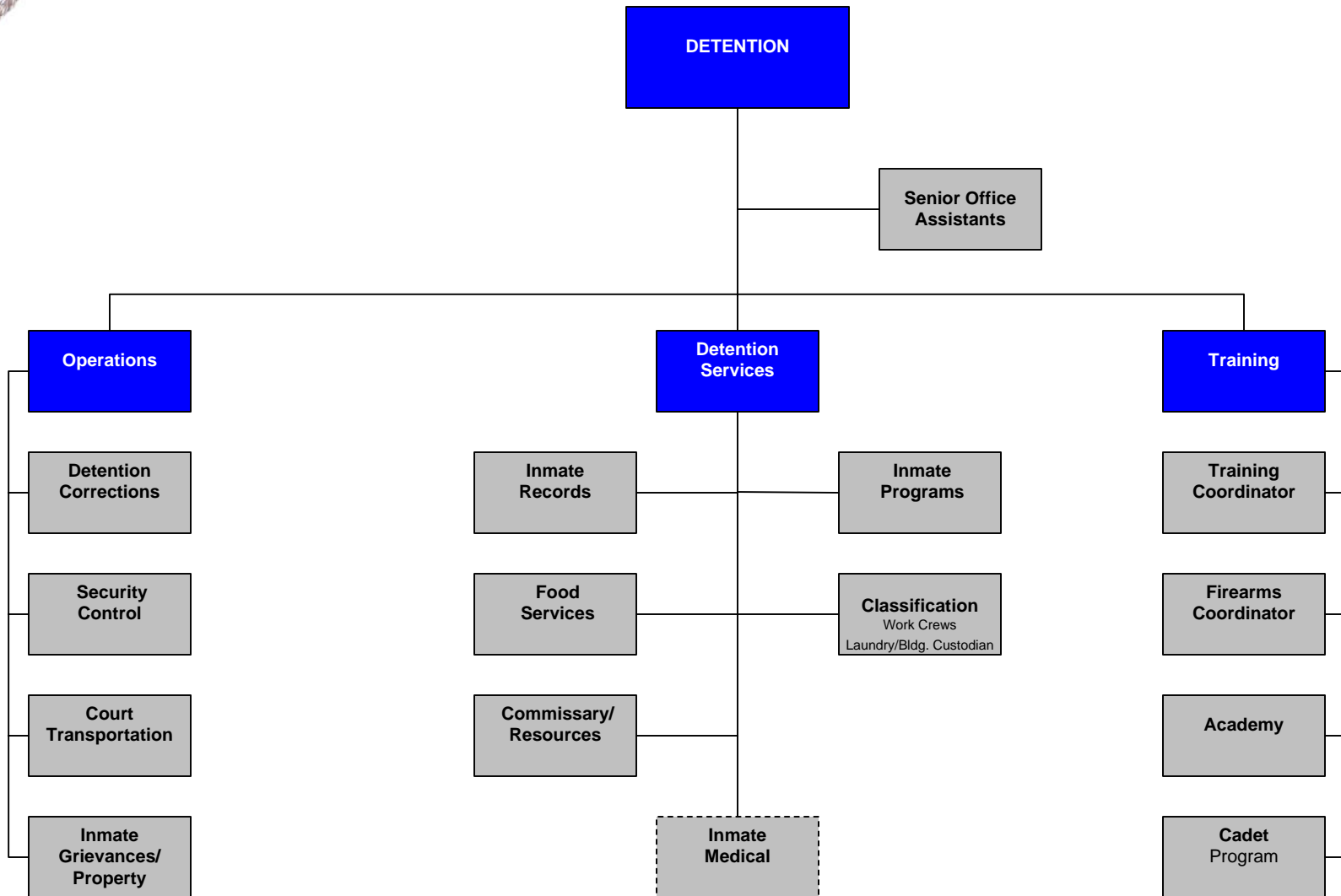




NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 11/25/08

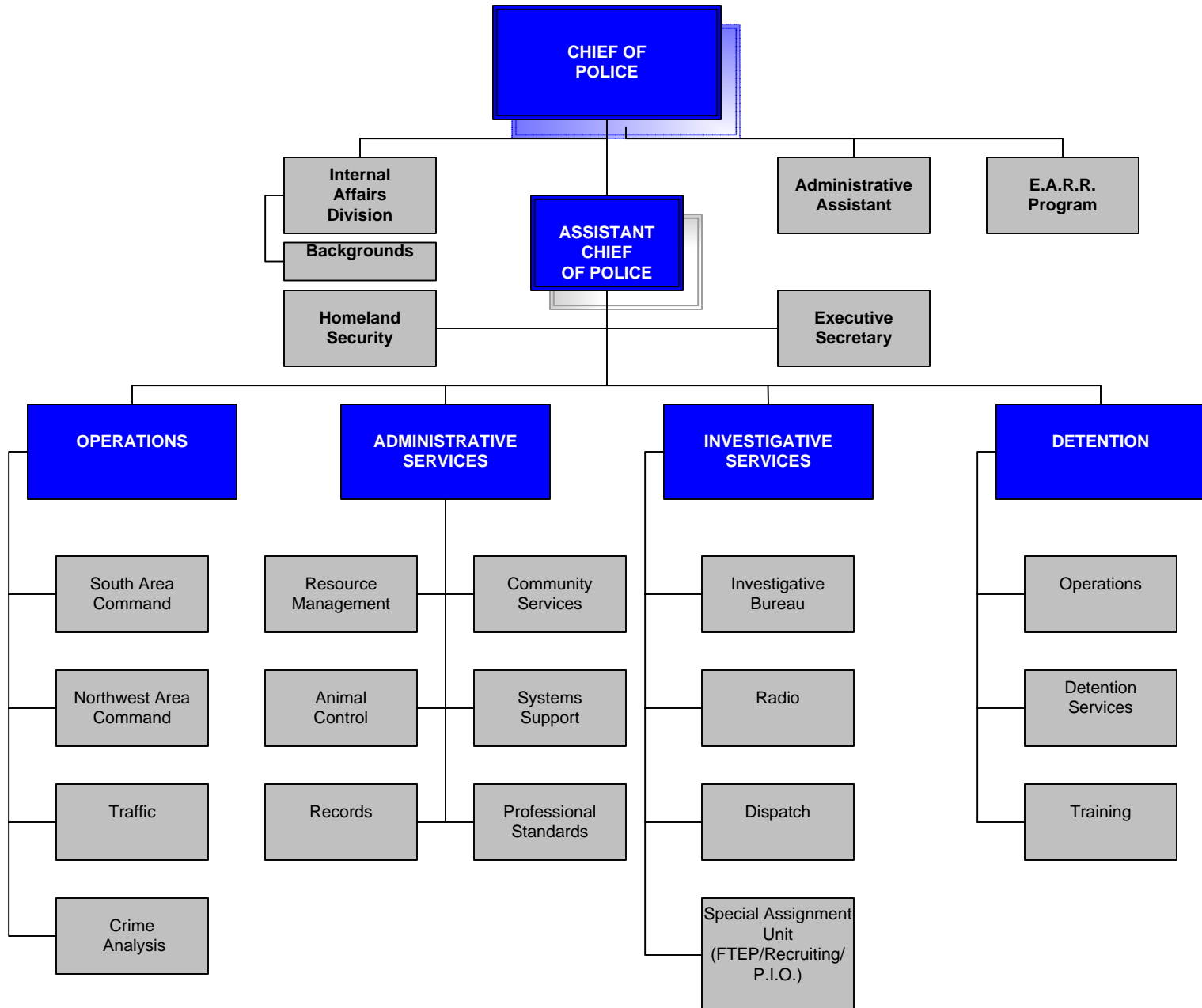





NORTH LAS VEGAS POLICE DEPARTMENT

DEPARTMENT COMMAND STRUCTURE

Effective 12/02/08



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|  | Chapter ORGANIZATION AND MANAGEMENT |
| | Subject CHAIN OF COMMAND |


1.10.01 CHAIN OF COMMAND

Department activities and correspondence shall be carried out using chain of command, whenever possible. Chain of command will be adhered to by both supervisors and subordinates in all cases except the most routine. Routine is defined as basic general operation, on a day-to-day basis.

1.10.05 OPEN DOOR POLICY

THE DEPARTMENT HAS AN OPEN DOOR POLICY within the lines of communication. There is an avenue of communication open to employees through their chain of command. Employees are to ensure that this avenue is not misused. Supervisors within the chain have the right and responsibility to know that a concern has been taken beyond their area of control. Whenever possible, the supervisor shall be given the right to address and/or remedy the situation before it goes to another level in the chain.

Personnel shall not contact appointed or elected officials regarding employment issues without first notifying their Department chain of command unless otherwise stated in the Department Manual. This shall not apply when contact is in conjunction with contract sanctioned union business.

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|  | Chapter ORGANIZATION AND MANAGEMENT |
| | Subject DIRECTION |

1.15.01 SUCCESSION OF COMMAND

Should the Chief of Police be unable to perform the duties of the office due to incapacitation, death, or for any other reason unable to act, the City Manager shall appoint an Acting Chief in his stead.

Should the Chief of Police be absent from the City, he shall appoint an Acting Chief in his stead.

If ever the Department has an operation involving more than one command, division, bureau, shift, or detail, the overall command of the operation will be assigned to that supervisor initiating the operation, unless directed by the Watch Commander or designee.

1.15.05 UNITY OF COMMAND

Each member of the Department will be under the direct command of one supervisor. Supervisors will be accountable for the performance of employees under their immediate control.

In routine circumstances, each employee is accountable to one supervisor.

- If the employee's supervisor is not available, the employee will be accountable to the next highest ranking person in their chain of command.
- In case no ranking person is available to be accountable to, the employee will be accountable to the Watch Commander or designee.

1.15.10 SPAN OF CONTROL

In order to achieve effective direction, coordination and control the number of employees under the immediate control of a supervisor shall not be excessive. The proper span of control will be determined by:

- The ability of the subordinates;
- The complexity of the tasks to be performed;
- Separation by time and place of the supervisor and subordinates;
- Time required for supervisor's administrative and management tasks and duties.

- Span of Control** (cont'd) **LIMITS ON SPAN OF CONTROL** under normal operations shall not exceed the following limits without authorization from the Chief:
- Command level - 6 subordinate supervisors;
 - Supervisors assigned to patrol - 8 to 10 officers on active patrol;
 - First line supervisors assigned to the Investigative, Operations, and Services Command - 12 employees.
- Special overtime assignments or detail span of control will be determined by the event coordinator.



Chapter

ORGANIZATION AND MANAGEMENT

Subject

WRITTEN DIRECTIVES SYSTEM**1.20.01 WRITTEN DIRECTIVES SYSTEM**

It is important that all personnel receive current information and consistent direction. This Written Directives System is designed to achieve this goal. This system will be the means by which policies and procedures are developed, revised, and maintained.

The purpose is to establish a consistent format for written orders, directives, and policies to ensure the proper preparation, indexing, and distribution to all concerned personnel; thus, personnel are kept aware of new and revised policies and procedures of the North Las Vegas Police Department. Personnel are responsible for familiarizing themselves with any and all written documentation pertaining to their respective assignments. All orders issued will utilize this system.

1.20.05 DIRECTIVE TYPES

The following are types of directives and positions authorized to issue them:

- General Order: An order issued by the Chief of Police that is a permanent order concerned with policy, rules, or procedures affecting more than one division.
- Special Order: An order concerning a policy, rule, or procedure affecting a command. It may be issued by the Chief of Police, Assistant Chief, Deputy Chiefs, Captains, Assistant Director Administrative Services(ADAS), or Detention Services Manager in charge of the affected command.
- Personnel Order: An order that reflects actions such as appointments, assignments, transfers, promotions, and discipline. These orders are issued by the Chief of Police.
- Memorandum: An informal written document that may or may not convey an order. It is generally used to clarify, inform, or inquire. It may be used for training announcements or other situations not covered by orders. It may be initiated at any level in the Department. It should generally follow the chain of command but lateral communication among supervisors is permitted.

1.20.10 ORDER WRITING

Policies and procedures will be written. A prescribed format will be followed to ensure consistency and to provide necessary documentation. Policies and procedures will be prepared and submitted along with a Written Directive Request Form (Form 20.100) through chain of command, inclusive of the City Attorney, to the Chief of Police.

**1.20.15 ROUTING
FORM**

Personnel preparing the routing slips will ensure that each slip only contains the names of employees in the same work group.

If the work group spans several shifts and days of the week, the names should be further divided up on routing forms within those shifts and days of the week. Separate work groups should appear on separate routing slips.



Chapter

ORGANIZATION AND MANAGEMENT

Subject

QUALITY AUDITS**1.25.01 QUALITY AUDITS**

It is the policy of the North Las Vegas Police Department to conduct regular quality audits so that the conditions, situations, and actions that contribute to the success or failure of police operations/services are exposed by careful review and analysis of agency activities. The auditing process compares the Department's formal expectations with actual performance. The auditing process is an essential mechanism for evaluating the quality of agency operations, ensuring that the agency's goals are being pursued, identifying the need for additional resources and assuring that control is maintained throughout the agency.



Chapter
ORGANIZATION AND MANAGEMENT

Subject
ANNUAL BUDGET PREPARATION

1.30.01 ANNUAL BUDGET PREPARATION

It is the policy of the North Las Vegas Police Department that all supervisors of the organization components participate in preparation of the Department's budget.



Chapter


ORGANIZATION AND MANAGEMENT

Subject

GRANT FUND MANAGEMENT

1.32.01 GRANTS

The Resource Management Division shall endeavor to identify grant funding opportunities that offer financial assistance in acquiring or enhancing the resources necessary for the Department to achieve its long-term strategic goals as well as its near-term operational priorities. It shall also ensure that all grants are financially managed in accordance with grantor agency requirements and applicable City financial policies.

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|  | Chapter ORGANIZATION AND MANAGEMENT |
| | Subject SPECIALIZED ASSIGNMENT |

1.40.01 SPECIALIZED ASSIGNMENT

It is the policy of this Department to make selections for specialized assignments by utilizing an interview/evaluation selection process that is fair to all applicants.

The Chief of Police, at his discretion, may assign officers to specialized assignments not listed in bargaining agreements, that meet specific needs of the Department. All supervisory assignments are appointed by the Chief of Police.



Chapter

ORGANIZATION AND MANAGEMENT

Subject

MANAGEMENT INFORMATION SYSTEMS

1.45.01 COMMANDERS

LOG

The Commander's Log is a means of recording significant events and passing information from one shift to the next.



Chapter

ORGANIZATION AND MANAGEMENT

Subject

HONOR GUARD

1.50.01 HONOR GUARD

The North Las Vegas Police Department Honor Guard is comprised of officers and supervisors at the discretion of the Chief of Police. The Honor Guard Commander will be a commissioned supervisor of the rank of Lieutenant as designated by the Chief of Police.



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| Chapter | PERSONNEL MATTERS |
| Subject | REQUIREMENTS |

2.01.01 PERSONNEL STATUS

REQUIREMENTS Commissioned and non-commissioned personnel within the North Las Vegas Police Department must be able to report back to duty in a timely manner.

2.01.05 PHYSICAL FITNESS

REQUIREMENTS Employees are required to perform and maintain a level of physical fitness in order to perform their duties effectively. If a question arises as to the employee's ability to perform those duties due to a low level of health or fitness, the employee may be required to submit to a physician's examination.

2.01.10 HEARING CONSERVATION PROGRAM

The North Las Vegas Police Department has established and implemented a procedure to monitor the staff's exposure to noise and will provide annual hearing tests and staff training to reduce potential hearing loss for staff who are exposed to unacceptable noise levels as designated by industry standards.

2.01.15 NOTARY PUBLIC

APPOINTMENTS All Detentions Services Sergeants must maintain a current Notary Public appointment.



Chapter

PERSONNEL MATTERS

Subject

**PERSONNEL NUMBERS, IDENTIFICATION CARDS,
PROXIMITY ACCESS CARDS****2.05.01 PERSONNEL
NUMBERS**

ALL PERSONNEL ARE ASSIGNED A PERSONNEL NUMBER by the Work Card section of the Records Division. The number is to identify the employee in computer systems and for other work related purposes. A Work Card supervisor must resolve discrepancies in personnel numbers and send a memo to applicable bureaus if a change in number is needed.

**2.05.05 IDENTIFICATION
CARDS**

All staff will visibly display their issued badge, or City picture identification, at all times while at the North Las Vegas Police Department to ensure the security of the Department.

**2.05.10 PROXIMITY
ACCESS CARDS**

The North Las Vegas Police Department will provide safe and efficient access of each facility to authorized personnel, with a pre-determined security matrix.



Chapter

PERSONNEL MATTERS

Subject

REPORTING FOR DUTY AND LEAVE TIMES**2.10.01 REPORTING FOR DUTY**

ALL PERSONNEL WILL BE PRESENT FOR DUTY on time and will be physically and mentally fit to perform their duties. They will be properly equipped and will become aware of any information necessary to properly perform those duties.

Absence without leave is an unauthorized absence and is subject to disciplinary action. An employee absent from duty without explanation in excess of one day shall be considered to have abandoned the position and may be terminated.

2.10.05 SICK LEAVE

Employees will be permitted to take sick leave per contractual bargaining agreements for instances of illness, injury, medical appointments, illness, or death in the family.

2.10.07 85/15 LIGHT DUTY PLAN

Any light duty non-work related injuries will be limited to 90 days under the 85/15 Light Duty Plan.

2.10.15 ANNUAL LEAVE

Absences not specifically outlined on the leave request form may be charged to annual leave. Leave must be pre-approved. Accrual of time is set forth in contractual bargaining agreements.

2.10.20 HOLIDAY LEAVE

Accrual of holiday leave is set forth in contractual bargaining agreements. Leave must be pre-approved.

2.10.25 MILITARY LEAVE

Required military leave shall be provided according to Federal law. Voluntary military leave time will be charged to annual leave and subject to the provisions of annual leave.

2.10.30 LEAVE WITHOUT PAY

Leave without pay is defined in North Las Vegas Municipal Code 2.68.360 and contractual bargaining agreements.

**2.10.35 MEAL PERIOD/
BREAKS**

Commissioned police officers are allowed to take one 60 minute meal period per shift. Detention officers are allowed an additional 10 minutes travel time if dining outside the facility. They are required to be available for immediate call back at any time during meal periods and breaks. Non-commissioned personnel on duty will follow contractual agreements. There will be no meals or breaks taken at the employee's assigned post within the Detention Facility.



| | |
|---------|--------------------------|
| Chapter | PERSONNEL MATTERS |
| Subject | OVERTIME |

2.15.01 OVERTIME

Overtime will be distributed equitably among those employees who are qualified and eligible.

Definitions

OVERTIME - Required work for which a regularly scheduled and qualified employee is not available. The overtime may be scheduled or occur on short notice (call-in).

CALL-BACK OVERTIME - Overtime occurring when an employee is ordered to return to duty following the termination of his/her shift with less than a 12 hour notification.

MANDATORY OVERTIME - Overtime which occurs when an employee is involuntary held over past the end of the shift or scheduled on a given date.



Chapter
PERSONNEL MATTERS

Subject
TELEPHONE AND TELETYPE PROTOCOL

2.20.01 PERSONAL TELEPHONE

CALLS Personal calls must be kept to a minimum.

2.20.05 LONG DISTANCE CALLS/FAX

MACHINES All long distance phone calls and faxes must be business related. Any deviation must be authorized by a Division Commander or the Chief's Office.

2.20.10 CELLULAR TELEPHONES/

PAGERS Cellular telephones/pagers may be issued to personnel having a need for them as determined by the Chief or designee. Employees assigned a cellular phone/pager must use them for police business only. The cost for personal use will be reimbursed by the employee.



Chapter

PERSONNEL MATTERS

Subject

SHIFT/BID ASSIGNMENTS, TRANSFERS, AND RESIGNATIONS/RETIREMENT**2.25.01 ANNUAL SHIFT/BID****ASSIGNMENTS**

Commissioned and Non-commissioned personnel will refer to their respective Labor/Management contractual agreements for information regarding annual shift/bid assignments.

Unless specified by contractual agreements, or unless special staffing situations occur, employees will remain assigned to their selected shift for one year.

2.25.05 TRANSFERS

All transfers within the Department will be based on Department needs. The Chief will make the final decision regarding the occurrence of transfers from one division/area command to another and their duration. Requests will be submitted through chain of command and state reason for transfer.

2.25.10 RESIGNATION/**RETIREMENT**

Terms of resignation or retirement will comply with current contractual agreements, Civil Service Ordinances and/or North Las Vegas City Ordinances.



Chapter

PERSONNEL MATTERS

Subject

CALL BACK AND STANDBY**2.30.01 CALL****BACK**

In emergencies, employees may be called back to active duty even if they have completed their assigned shift. After being notified, employees will be required to report back to duty within a reasonable time period.

Call back compensation will be in accordance with current contractual agreements or City Ordinances.

2.30.05 STANDBY

Employees may be placed on standby in an anticipation of being called back to duty after going off shift at the discretion of the Chief of Police or designee.



Chapter

PERSONNEL MATTERS

Subject

OFF-DUTY AND EXTRA-DUTY EMPLOYMENT**2.35.01 OFF-DUTY
EMPLOYMENT**

Employees wishing to take additional employment during off-duty hours will request and receive written approval from the City Manager, through the Chief of Police, using the City of North Las Vegas Request for Approval of Secondary Employment form before accepting employment. If it is determined that the off-duty employment anticipates the use or potential use of law enforcement powers which could adversely affect on-duty performance or the Department's image or efficiency, the request may be denied. Each off-duty employment request will be resubmitted on an annual basis for re-approval.

If the off-duty employment interferes with the Department's image or efficiency, the on-duty performance of the employee, or involve the misuse of the commission, the employee will be required to terminate said employment.

The employee's primary obligation and responsibility must be to the Department. Employees directed to work overtime will do so regardless of their off-duty employment situation.

An employee will not be permitted to continue off-duty employment if the employee is absent from regular duty due to illness or disability unless prior approval is received from the Chief of Police.

**2.35.05 EXTRA-DUTY
EMPLOYMENT**

All commissioned employees will obtain prior approval from the Operations Division Commanders or designee before taking extra-duty employment.

Definitions

Extra-duty Employment - an extension of the sworn officer's Departmental responsibilities provided by the Department as a supplementary police service to a secondary employer. It shall be conditioned upon vested police powers of sworn personnel. The service shall be given during the employee's off-duty hours.

Secondary Employer - a company or entity not part of the City of North Las Vegas.

Extra-duty Coordinator - designated by the Operations Division Commanders or designee.



Chapter

PERSONNEL MATTERS

Subject

OFF-DUTY ENFORCEMENT**2.37.01 OFF-DUTY
ENFORCEMENT**

Even while officially “off-duty,” officers of the Department will always be subject to orders from competent authority and to emergency requests for assistance from citizens. In the event of a felony in progress, an officer need not take direct action or identify himself if he is unarmed.



Chapter

PERSONNEL MATTERS

Subject

LAWSUITS, REQUIRED COURT APPEARANCES

2.40.01 LAWSUITS The North Las Vegas Police Department will comply with attempts by process servers to serve legal papers on, or deliver legal papers to the Department or any employee of this Department.

Employees who become subjects of lawsuits in the line of duty must notify the City Attorney to request representation. The form can be found on the "H" drive under Forms. Notification must be made immediately upon receiving the subpoena or notification of the lawsuit.

The City will provide liability protection in accordance with current contractual agreements and Nevada Revised Statutes.

2.40.05 REQUIRED COURT APPEARANCES

Employees who are called or notified at least five calendars prior to court date to give testimony in North Las Vegas Municipal Court about events arising out of their employment must appear in court. Failure to appear without legitimate reason may result in disciplinary action by the Department.



Chapter

PERSONNEL MATTERS

Subject

EMPLOYEE RESOURCES**2.45.01 EMPLOYEE RESOURCES**


An employee assistance resource representative (EARR) is available within the Department to provide confidential, short-term counseling and referral assistance to employees with personal problems that may or may not affect job performance and health.

An employee assistance program (EAP) is also available through Human Resources to assist employees in solving personal problems.

Police Chaplains are available to counsel employees on personal or family issues. Chaplains are clergymen who perform this service on a voluntary basis. A list of current chaplains' names and phone numbers is posted on the briefing room bulletin board. The chaplains duties, responsibilities and roles are found in the North Las Vegas Police Department Chaplaincy Program.

Employees severely injured or suffering a traumatic incident in the line of duty will receive a psychiatric or psychological evaluation. At the direction of the Chief of Police, additional evaluations will be given at three months, six months, and twelve months after the incident, if required.

The line of duty death policy ensures proper support and emotional care for an officer's family following a line of duty death. The Department provides assistance to the immediate survivors of any commissioned officer who dies in the line of duty. Contact the EARR Program Coordinator for full procedures.

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|  | Chapter PERSONNEL MATTERS |
| | Subject PERFORMANCE EVALUATIONS |

2.50.01 PERFORMANCE EVALUATIONS All employees shall receive a performance evaluation consistent with City policy.



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| Chapter | PERSONNEL MATTERS |
| Subject | TRAINING ISSUES |

2.55.01 IN-SERVICE TRAINING

In-service training is designed to help members obtain training. It doesn't guarantee advancement or promotion, nor grant any rights of preferment relative to selection, transfer, or promotion.

Commissioned employees must have a minimum of 24 hours of specific training in order to maintain POST certification.

2.55.05 TRAINING ATTENDANCE

Employees are responsible for attendance of mandatory training.

2.55.10 MENTORING PROGRAM

The North Las Vegas Police Department strives to promote employee development through both encouragement and fostering skills to produce growth in the employee's everyday position and in their long range goals. To that end, the North Las Vegas Police Department has established a mentoring program.

This program will benefit the employee by giving them the opportunity to enhance skills and job knowledge with an emphasis on advancement. It will benefit the Department by forming qualified applicants for promotion.



Chapter

PERSONNEL MATTERS

Subject

WEAPONS CERTIFICATIONS

2.60.01 FIREARMS All sworn personnel are required to qualify semi-annually with Department authorized firearms and maintain a minimum proficiency established by the Training Bureau. Only Department authorized firearms and ammunition will be used.

**2.60.05 PREGNANT OFFICER EXEMPTION
WAIVER**

This Department allows pregnant officers to decide themselves to take the risk of continuing firearms activities. Prior to continuing firearms activities, a signed release/waiver (form 21.160) must be signed in front of a supervisor acknowledging they are aware of potential risks to the fetus if they wish to continue, despite the City's recommendation to forego firearms activities during pregnancy. If the officer is assigned to uniform patrol and chooses not to qualify/carry the firearm, the officer shall request specialized/modified duty for the duration of the pregnancy.

**2.60.10 LESS LETHAL
WEAPONS**

All sworn personnel assigned to Operations Command or subject to uniformed assignment who have already been certified must re-certify annually with a Department authorized taser, baton, and OC Spray. The taser, baton, and OC Spray will be carried while assigned to a uniform function by personnel certified to carry such weapons.

All Animal Control officers will re-certify annually with OC Spray and taser.

Annual re-certification shall include a review of laws and Department policy concerning use of force.



Chapter

PERSONNEL MATTERS


Subject

DEFENSIVE TACTICS OVERSIGHT COMMITTEE**2.65.01 DEFENSIVE TACTICS OVERSIGHT COMMITTEE**

The committee is appointed by the Chief of Police and consists of a Chairperson and a minimum of three members and one alternate. The Chairperson will have training and experience equal to an instructor-trainer in law enforcement defensive tactics and impact weapons. Each committee member will be a certified instructor in defensive tactics and impact weapons, with a minimum of two years training experience.

The committee is responsible for establishing training standards and regulating lesson plan contents, as well as certification and re-certification of instructors for defensive tactics and other related use of force programs, excluding firearms and emergency vehicle operations. Related use of force programs are those not considered unique to a specialized unit.

The committee will meet a minimum of every six months to review current training needs for basic and re-certification courses in defensive tactics related subjects. They may meet on an as needed basis to address training issues that arise.

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|  | Chapter PERSONNEL MATTERS |
| | Subject BRIEFING |

2.70.01 BRIEFING The briefing session at the beginning of the shift is designed to pass information between the commissioned officers of the previous shifts to the oncoming shift of officers and to allow supervisors the opportunity to evaluate officers' readiness to assume duty. Additionally, briefing will facilitate the exchange of information between specialty details and bureaus to patrol personnel. All commissioned officers should attend briefing. Personnel from other divisions and bureaus are urged to attend briefing sessions as often as possible during their tour of duty to maintain open lines of communication between all personnel of the Department.



Chapter

RULES AND REGULATIONS

Subject

PERFORMANCE ISSUES**3.01.01 UNSATISFACTORY**

PERFORMANCE Members shall perform their duties with the highest standards of efficiency to carry out the functions and objectives of the Department. Indications of unsatisfactory performance include, but are not limited to a lack of knowledge to apply laws required to be enforced; unwilling or unable to perform assigned tasks; fail to conform to work standards for the rank, grade, or position; fail to act appropriately on the occasion of a crime, disorder, or other condition deserving police attention; or absence without leave. These following examples may also be considered evidence of unsatisfactory performance: performance deficiencies or written records of infractions of rules, regulations, directives, or orders of the Department for the time period set by current labor agreements.

3.01.05 NEGLECT OF DUTY

Employees will remain attentive to assigned responsibilities, respond in a prompt manner appropriate to the circumstance when dispatched or ordered to respond to a situation, and remain awake on duty. Postponing response or failure to respond without proper justification may be considered neglect of duty. While on Department property, all employees will wear their identification badges.

Employees will not malingering or shirk duties, enter taverns, theaters or other establishments, or attend public entertainment except to further job duties, or gamble on duty unless in the performance of duties. Employees wearing clothing that identifies them as City employees will not gamble or consume alcoholic beverages.

Employees will not read personal reading material on duty other than reading material related to their specific position or this Department. Reading of personal reading material is to be limited to breaks and lunch periods.

3.01.10 INSUBORDINATION**Definition**

The act of being disobedient to authority; refusal to obey an order which a superior officer is entitled to give and have obeyed; the willful neglect or deliberate refusal to obey any lawful order; flouting the authority of any superior by manifest disrespect, or by disputing orders.

Off-duty personnel will be subject to lawful orders from Departmental authority.

Insubordination (cont'd)**Policy**

All insubordination is subject to disciplinary action. Employees shall promptly obey and perform all legal duties required by superiors, regardless if such duties are specifically assigned to them in any rules or procedures. Should a lawful order given by a superior conflict with a previous order or published directive, the employee(s) will respectfully bring the conflict to the attention of that superior officer. The superior officer will take any steps to correct the conflict and, at the same time, assume responsibility for the subordinate's actions.

- Unless specified, the most recent order received is to be the first order carried out.

Lawful orders may be conveyed or relayed from a superior by an employee of the same or lesser rank. Employees shall treat superiors, subordinates, and fellow employees with respect. When on duty, particularly in the presence of others, superiors shall be addressed or referred to by rank or title.

3.01.15 DELEGATION OF**AUTHORITY**

Employees are responsible to effectively execute their responsibilities. They are to be carried out within the boundaries of rules, regulations, manuals, written directives, supervisory instruction, and applicable laws. Supervisors are to ensure any delegated responsibility is matched by clearly ascribed and enforced commensurate authority to carry out assignments. Employees are accountable for their use of delegated authority or for failure to use such authority.



Chapter

RULES AND REGULATIONS

Subject

EMPLOYEE CONDUCT/MISCONDUCT**3.05.01 EMPLOYEE
CONDUCT**

The duties performed by this agency are vital to the safety and well-being of this community. It is thus essential that the Department set and maintain high standards of conduct among its personnel. Guidelines and standards of workplace conduct are established to create a harmonious and pleasant working environment. Misconduct by employees will not be tolerated because it weakens the Department's effectiveness, erodes public trust, and can endanger members of the public or members of this Department. Such behavior will be grounds for disciplinary action whenever it is brought to the attention of the Department.

Employees will obey all laws of the United States, State of Nevada, and this jurisdiction. Violation of any law, an indictment or information filed against an employee, or a conviction may be cause for disciplinary action up to and including termination of employment.

**3.05.05 DUTY TO REPORT
MISCONDUCT**

Violation of the Department's rules or dereliction of duty by any employee undermines the ability of the Department to deliver service to the community. Such behavior can damage community credibility and respect. In some cases, it can endanger the lives of the citizens and officers. For this reason, violation of Department rules and regulations shall not be tolerated by any member of the Department and violations should be reported immediately.

**3.05.10 CRIMINAL
VIOLATIONS**

Employees under a criminal investigation, arrested or charged with a crime other than minor traffic offenses, shall immediately notify the watch commander. The watch commander shall immediately notify the Internal Affairs Division. The employee shall provide, in writing and at the direction of the supervisor, a full and accurate account of the circumstances immediately upon returning to duty.

**3.05.15 OFFICER INVOLVED DOMESTIC
VIOLENCE AND ORDERS OF
PROTECTION**

Employees will abide by current State and Federal law concerning their rights to possess a firearm after being involved in a domestic violence situation. This Department considers domestic violence to be a serious issue and will investigate all complaints. If the incident occurred in this jurisdiction, a criminal and administrative investigation will be conducted.

3.05.20 ASSOCIATION WITH KNOWN**OFFENDERS**

Avoid regular or continuous associations or dealings with persons known to be racketeers, sexual offenders, suspected felons, persons under criminal investigation or indictment, or who have reputations for involvement in felonious or criminal behavior, except as necessary to perform official duties or because of personal relationships.

In the case where physical and telephone contact is unavoidable, a memo will be written to describe the relationship and sent through the chain of command to the Office of the Chief. Detention facility staff will maintain a distant, professional attitude toward inmates at all times.

3.05.25 UNPROFESSIONAL**CONDUCT**

Personnel shall conduct themselves, both on and off-duty, in a manner which reflects favorably on the Department. Unprofessional conduct is conduct that brings the Department into disrepute, reflects discredit upon the member/organization, or impairs the operation or efficiency of the Department or personnel.

3.05.30 WORKPLACE**VIOLENCE**

The North Las Vegas Police Department does not tolerate workplace violence. The Department defines workplace violence as actions that endanger or harm another employee or words that give an employee a reasonable belief that they are in danger. Such actions include, but are not limited to: physical threats or any act of violence directed at any employee, outside the scope of normal duty. The goal of this policy is to promote the safety and well-being of all employees in the workplace.



Chapter

RULES AND REGULATIONS

Subject

OUTSIDE COMMUNICATION**3.10.01 POLITICAL ACTIVITY****ON DUTY**

No political activity will be conducted while on duty.

3.10.05 CONTACT WITH**THE PUBLIC**

Employees will always be courteous to the public. They will also be orderly, attentive, and exercise patience and discretion. Upon request, employees will provide appropriate identification to include, at a minimum, their P# and name. Smoking and chewing tobacco or gum is prohibited while in contact with the public unless in a private place where the practice is not objectionable.

All enforcement action must be based solely on law, Departmental policy, and articulable facts.

3.10.10 COMMUNICATING WITH THE DEAF AND HARD**OF HEARING**

It is the policy of the North Las Vegas Police Department to ensure that a consistently high level of service is provided to all community members including the deaf or hard of hearing. This Department will make every effort to see that its employees communicate effectively with people who have identified themselves as deaf or hard of hearing.

3.10.15 PUBLIC STATEMENTS

Employees will not make public statements on behalf of the Department for publication or broadcast concerning plans, policies or administration of the Department unless authorized to do so. Employees who plan to deliver an address at any public gathering concerning the work of the Department will notify their commanding officer prior to speaking. Any public statement concerning Department policy will accurately represent that policy. Any statement about the Department or its function which reflects an employee's personal opinion will be clearly presented as such.

Communicating or giving police information to anyone concerning Department operations which is detrimental to the Department and which is given without permission of the Chief of Police or under legal process will be grounds for disciplinary action.

3.10.20 TESTIMONIALS

Employees will not permit or authorize the identification of themselves as employees or the use of their official titles or uniforms in connection with any testimonials or advertisements for any commodity or commercial enterprise unless authorized by the Chief of Police.

3.10.25 RELEASE OF DEPARTMENT INFORMATION

It is this Department's policy to keep all information contained in the Department's criminal history records files confidential and secure, except in cases where the law requires disclosure or in cases where the law allows disclosure and such disclosure serves a legitimate law enforcement or public interest purpose. No criminal history information will be removed from the Department records system and stored at any other location without the authority of the Chief of Police.

All employees will comply with all policies, procedures and regulations regarding privacy and security of criminal records or official reports. No employee will release or disseminate any criminal history record information or official report for any reason except in a manner consistent with Department directives in this area. With the exception of other law enforcement agencies, the Communications Bureau will not disclose criminal history records. All such reports will be referred to the Records Division Manager for dissemination.

Statements regarding policies, philosophies, personnel or enforcement/investigative procedures will be made only by the Chief of Police or designee. Any person requesting such information should be told to submit the request in writing to the Chief's office. Requests for information by other law enforcement or criminal justice agencies will be referred to a supervisor.

Employees will not communicate, relay, or release any official information to any person which would in any way hamper or compromise the Department's operations or investigations. Under no conditions will employees give out the telephone numbers, personal information or addresses of Police Department employees to anyone who is not an employee of the Police Department unless authorized by the Chief of Police or the employee concerned.

3.10.30 TAKING AND RELEASING PHOTOGRAPHS

Photographs taken at any crime scene, whether digital or film, will be considered property of the North Las Vegas Police Department. No employee will release photographs to the public or media for any reason except in a manner consistent with Department directives.

Employees are not allowed to take photographs at any call and/or crime scene with any type of personally owned photography device. Employees will not maintain, copy, or duplicate any photographs of crime scenes for personal use.



Chapter

RULES AND REGULATIONS

Subject

PREFERMENT AND FINANCIAL ACTIVITIES**3.15.01 PERSONAL PREFERMENT BY OUTSIDE INFLUENCE**

Employees are forbidden to solicit petitions, influence, or intervention of any person outside the Department for purposes of personal preferment, advantage or transfer, advancement, promotion, or change of duty for themselves or other employees except as provided by NRS chapter 288.

3.15.05 REWARDS, GRATUITIES, PRIVILEGES

Employees will not solicit or accept any gratuities, loans, gifts, merchandise, meals, beverages, or any other thing of value in connection with their official position. Official positions, badges, or identification cards will not be used to obtain privileges not otherwise available. Employees will not accept or solicit fees or compensation stemming from performance of official duties.

Employees are strictly prohibited from soliciting or accepting gifts from any suspect, prisoner, defendant or other person involved in any case, person of ill repute, professional bondsman or persons whose vocations may profit from information obtained from the Department.

Employees in their official capacity are prohibited from personally and/or substantially participating in any matter in which they have a direct or indirect financial interest. Employees shall not participate in conversion of any money or items of value that come to their attention through the normal course of their duties.



Chapter

RULES AND REGULATIONS

Subject

TOBACCO, ALCOHOL AND DRUG USE**3.20.01 TOBACCO/DESIGNATED**

SMOKING AREAS Tobacco products, including smoking and smokeless tobacco, will be prohibited in all indoor areas. At the South Area Command ashtrays will be provided in the covered parking area where the Chief of Police parks as well as the bench located near the east wall of the Training Auditorium between doors 1055 and 1056. The Northwest Area Command has a smoking area at the back patio. The Detention Center smoking area is at the Personnel/Staff Entrance outside door 17. Pursuant to the City smoking policy, whenever there is a conflict between the rights of the smoker and the rights of the nonsmoker, the nonsmoker will prevail.

Tobacco products will be prohibited in all Department vehicles unless authorized by the Chief of Police in certain circumstances, i.e. undercover vehicles.

3.20.05 ALCOHOL AND DRUG USE

Employees of the Department are entrusted by the public to be fit for duty both physically and mentally as they (Department employees) must deal with the public in many confidential sensitive matters, possess and use tools and weapons that can inflict great bodily injury or death, and must be able to make decisions that affect the safety and well being of the public and other employees. The citizenry has a right to expect the employees of this Department to perform their duties free of impairment from drugs and/or alcohol.

Employees shall not consume or be under the influence of alcohol or intoxicants to any degree whatsoever in uniform or on-duty, except for purposes of special operations while acting under proper orders of the Chief of Police. Employees shall not consume alcohol or intoxicants off-duty to the extent that it results in obnoxious or offensive behavior which discredits them or the Police Department, or to the extent that evidence of such consumption is apparent when reporting for duty.

Employees shall not possess or use any controlled substances, narcotics, or hallucinogens except:

- When legally prescribed in the treatment of the employee by a physician or dentist, licensed nurse practitioner, or physician's assistant,;
- When in the normal performance of their assigned duties.



Chapter

RULES AND REGULATIONS

Subject

PERSONAL CONDUCT**3.25.01 HARASSMENT**

Employees will adhere to section 03.04 of the Human Resources Policy/Procedures Manual found both in writing and on the City's website at <http://citynet> under Admin Policies.

3.25.05 VERBAL ABUSE

Employees will not verbally or otherwise abuse their supervisors, subordinates or fellow employees. Verbal abuse may be deemed insubordination and may result in formal disciplinary action.

3.25.10 INTER-DEPARTMENT**RELATIONSHIPS**

The policy of the Department is to restrict intimate or financial relationships between trainers or supervisors and probationary or subordinate employees. Relationships shall be restricted when they could result in unfavorable criticism or disruption of daily activities of the Police Department, or interfere with the performance of duties.

3.25.15 INMATE INTERACTION

It is the policy of the North Las Vegas Police Department that there will be no fraternization between inmates and staff. A professional attitude will be upheld in order to maintain a secure environment, personal safety, and minimize Department liability.

3.25.20 AIDING ESCAPE

No employee will aid any person to escape arrest or escape after arrest, nor will any employee aid anyone under suspicion or investigation by this Department or hamper an investigation.



Chapter

RULES AND REGULATIONS

Subject

TRUTHFULNESS AND EXCULPATORY EVIDENCE**3.30.01 TRUTHFULNESS**

Employees shall conduct themselves with integrity and honesty at all times.

Employees are required to speak the truth at all times, whether under oath or not, in giving testimony in connection with any legal official order received, or in connection with official duties.

Employees shall not willfully misrepresent or falsify any information under any circumstances whether it concerns testimony before a board of investigation, inquiry or hearing officer, is connected with any legal proceeding, concerns an order or report issued or received by the employee or involves any other departmental or legal matter. Employees shall testify with the strictest accuracy and truth, confining themselves to the matter before the court or hearing office. Employees shall neither suppress or overstate circumstances with a view of favoring or discrediting any person.

Employees shall not alter, forge, or tamper with any police record, report, citation or other department document. They shall also not make any false official reports or knowingly or willingly enter or cause to be entered into the Department book, record or report any inaccurate, false or improper police information.

3.30.05 EXCULPATORY EVIDENCE

Recent cases citing the U.S. Supreme Court Decision in Brady focus on a criminal defendant's constitutional right to a fair trial and require a police officer to volunteer exculpatory evidence to the prosecutor which could include sustained disciplinary orders in the officer's file for:

- Untruthfulness or bias; or
- Prior uses of excessive force.

Therefore, personnel in this Department will affirmatively offer any and all information to the Clark County District Attorney that fits into the above categories.



Chapter

RULES AND REGULATIONS

Subject

VIDEO/AUDIO RECORDINGS**3.35.01 VIDEO/AUDIO RECORDINGS**

Employees will not conduct video or audio recordings of any Department activity or conversation without prior authorization by the Chief of Police or designee or without the knowledge and consent of all employees involved in the activity or conversation. This shall not apply to recordings conducted as prescribed by employee contracts, existing rules and regulations, policies and procedures, or legal process.

If a recording is conducted, the following information must appear in the recording:

- The date and time the recording began.
- Names of all involved employees.
- Identify the activity being recorded.
- The date and time the recording is concluded.



Chapter

RULES AND REGULATIONS

Subject

RECOGNITION OF UNDERCOVER OFFICERS**3.40.01 RECOGNITION OF
UNDERCOVER OFFICERS**

The anonymity of officers in plain clothes on regular duty or in undercover assignment must be maintained. For this reason employees, whether on or off duty, will not indicate recognition of civilian attired officers unless greeted first.



Chapter

RULES AND REGULATIONS

Subject

DEPARTMENT STATIONERY**3.45.01 STATIONERY**

Department stationery/letterhead will be used for official purposes only. All Department stationery is sent under the authority of the Chief of Police. All text will be in black ink.



Chapter

RULES AND REGULATIONS

Subject

PERSONAL APPEARANCE**3.50.01 APPEARANCE**

Personnel shall be neat and clean in appearance in public, whether in or out of uniform.

3.50.05 CLOTHING All clothing should be professional in appearance. Clothing not generally accepted as business attire will not be allowed. While on duty, employees will be attired appropriately, taking into consideration the environment, public contact, and job responsibilities.

3.50.10 UNIFORMS

The purpose of the uniform is to identify the person wearing it as an officer of the North Las Vegas Police Department. The uniform helps citizens in need of law enforcement services easily identify personnel. It also indicates to those who are being detained or arrested that the action is being taken by a law enforcement officer. Finally, it provides a high level of law enforcement visibility.

Employees are responsible for wearing the proper and complete uniform in the prescribed manner except when working in an assignment which requires them to be out of uniform.

All officers, regardless of rank, who are assigned or are performing uniform functions shall wear the prescribed uniform and personal equipment during their tour of duty. When the wearing of a uniform is not practical because of work conditions and when prior exception has been granted by the Division Commander in charge of the specific work detail, certain officers may be exempted from wearing the prescribed uniform. Officers shall wear only the uniform specified for their particular rank and assignment.

3.50.15 COURT ATTIRE

Municipal Court - professional business attire, dress pants or docker type pant with a collared shirt and cleaned shoes. Shorts, jeans, sandals, or any clothing in disrepair will not be permitted. Makeup and jewelry should be conservative in appearance. Officers will also be permitted to wear their uniform.

Any Court of Record - professional business attire, dress pants or docker type pant with a collared shirt and cleaned shoes. Female personnel will also wear business attire, pants suit, or skirt. Hair styles, makeup and jewelry will be conservative in appearance. On-duty commissioned personnel should wear the Department uniform with long pants. Off-duty commissioned personnel may also wear their Department uniform unless advised otherwise by the Prosecuting Attorney.

3.50.20 TRAINING ASSIGNMENT**ATTIRE**

Dress code during all classroom training assignments, whether hosted by this Department or any other agency or school shall be shirts/blouses with collars (business casual). No jeans, shorts, mini-skirts, or thongs are permitted. Where physical training is required, exceptions to this dress code will be specified at the time training is announced.

3.50.25 VIOLATION OF**DRESS CODE**

If an employee's attire is questionable, the supervisor/manager will counsel the employee. If the attire is an obvious violation, the employee may be sent home to change and the time will be charged to the employee's leave bank. Flagrant or frequent violations may result in discipline up to and including separation from employment.



Chapter

RULES AND REGULATIONS

Subject

CARE OF EQUIPMENT AND PROPERTY**3.60.01 CARE OF EQUIPMENT****AND PROPERTY**

It is the responsibility of each employee to properly care for and maintain all items of equipment or property, whether Department issued or personal, so that it remains safe and its' serviceability is maximized. Willful abuse or neglect of Department equipment or property will be cause for disciplinary action. Department vehicles and work areas will be kept clean and organized.

3.60.05 RETIREMENT OF POLICE**SERVICE DOG**

The North Las Vegas Police Department may transfer ownership of a retired police service dog to any employee of the Department that has received proper training.



Chapter

RULES AND REGULATIONS

Subject

DEPARTMENT VEHICLES**3.65.01 USE OF VEHICLES**

Employees will ensure the safety, cleanliness, and maintenance of Department vehicles through routine inspections, checklists, and documentation. All vehicles will be operated in a lawful, safe, and skillful manner.

3.65.03 SURVEILLANCE VEHICLES IN PATROL

Surveillance vehicles assigned to each area command under Patrol Operations will be used exclusively for surveillance of criminal activities. The Division Commander will have authority over the surveillance vehicles assigned to each area command.

3.65.07 FLEET COORDINATOR

The Fleet Coordinator is responsible for having a complete and accountable record of all vehicles assigned to the North Las Vegas Police Department; the Coordinator is also responsible for providing a well equipped and safe vehicle for all employees to perform their required tasks.

3.65.10 FLEET FUEL CARD

Every NLVPD employee that may be required to fuel a City vehicle will be issued a pin number. The pin number issued to the employee must not be shared with anyone. When filling any City owned vehicle with a City issued fuel card, the issued pin number will be used.

When a new employee is hired, it will be the responsibility of the Division supervisor to contact in writing the Fleet Coordinator or the Resource Management Division manager or designee to request a pin number for the new employee.

If an employee forgets the fuel card pin number, the Fleet Coordinator or the Resource Management Division manager or designee should be contacted by e-mail to obtain the number.

Refer also to the City's Policy found on the Citynet website under Administrative Policies chapter 6.13 Fleet Fuel Card Policy.



Chapter

RULES AND REGULATIONS

Subject

CODE OF ETHICS**3.70.01 CODE OF ETHICS**

All sworn officers of this Department will abide by the following code of ethics:

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception; the weak against oppression or intimidation; and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.



Chapter

AUTHORITY, USE OF FORCE, JURISDICTION

Subject

DEPARTMENT AUTHORITY**4.01.01 DEPARTMENT AUTHORITY**

The Chief of Police and officers of the North Las Vegas Police Department are established and commissioned by NRS; Chapters 169 and 171, and by the North Las Vegas City Charter; Article II.

Commissioned personnel are sworn to enforce the ordinances of the City of North Las Vegas, state and federal laws and to protect public peace and safety.

4.01.05 LIMITS OF AUTHORITY

NRS 169.125 established "...Peace Officers". Peace Officers are empowered by NRS 171.124 to make arrests for violations of public offenses. The authority of a Peace Officer extends to any place in the state.

NRS 171.124, while providing Peace Officers with arrest powers, also provides for officer discretion in making the decision to arrest, i.e. "may make an arrest in obedience to a warrant delivered to him or may, without a warrant, arrest a person". This discretion is not available when statutory provisions or procedures call for a specific response to a specified crime, i.e. domestic battery.

NRS 289.460: "Category I peace officer" means a peace officer who has unrestricted duties and who is not otherwise listed as a category II or category III peace officer.

NRS 289.470: "Category II peace officer" means peace officers whose authority as warrant service officers may require them to make arrests.

NRS 289.480: "Category III peace officer" means peace officers whose authority is limited to correctional services, and includes the superintendents and correctional officers of the department of prisons.

4.01.10 USE OF DISCRETION

Discretionary powers are vested in sworn officers by state statute (NRS 171.124) governing when an officer may make an arrest.

Officers of this Department are allowed the use of discretion within the guidelines of statutory case law and other directives of the Department.

Understanding that not all infractions of the law must be dealt with by incarceration, an officer may, upon specified circumstances, use alternatives to incarceration.

Examples of approved alternatives to incarceration are:

- Verbal warning and release;
- Referral to local support agencies;

Use of Discretion
(cont'd)

- Issuance of misdemeanor citations;
- Complaint for prosecution consideration.

Department personnel do not have any discretion when given a lawful order, complying with rules and regulations or specific laws mandating certain actions by police.



Chapter

AUTHORITY, USE OF FORCE, JURISDICTION

Subject

USE OF FORCE**4.05.01 USE OF FORCE**

Officers will use only that amount of force which is reasonable and necessary to overcome resistance, effect an arrest, prevent escape, subdue an individual offender, restore order to a disruptive group, protect the public, protect other lives when other available measures are insufficient, or accomplish lawful objectives. At least annually, all agency personnel authorized to carry weapons are required to receive in-service training on the Department's use-of-deadly force policies.



Chapter

AUTHORITY, USE OF FORCE, JURISDICTION

Subject

TYPES OF FORCE**4.10.01 TYPES OF FORCE**

The policy of this Department is to use specialized restraint equipment to prevent injury and property damage, maintain control of subjects exhibiting violent and disruptive behavior, when deadly physical force is not justifiable, to maintain control of inmate actions during transportation or other appropriate situations, or when attempts to control the subject by other options have been or will likely be ineffective in the situation at hand. A variety of options and skills will be maintained for subject control in order to help reduce the risk of injury, including chemical agents and electronic control devices (tasers). The use of force, security equipment, and restraint equipment is intended only as a control measure when absolutely necessary; these measures are not intended and will not be used as a means of punishment.



Chapter

AUTHORITY, USE OF FORCE, JURISDICTION

Subject

JURISDICTION**4.25.01 JURISDICTION**

The North Las Vegas Police Department has primary responsibility for enforcement of laws and overall exercise of police authority to those areas within the corporate limits of the City of North Las Vegas.

Maps of the corporate limits of the City of North Las Vegas are posted in the Operations Command area of each facility. Changes in the corporate limits will be announced to all personnel by memorandum immediately after a change has been made.



Chapter

INTERNAL AFFAIRS, DISCIPLINE, EMPLOYEE RECOGNITION

Subject

INTERNAL AFFAIRS

5.01.01 INTERNAL AFFAIRS

ALL supervisory personnel have a responsibility in the process of internal discipline and of maintaining Department integrity including the investigation and resolution of certain complaints involving Department employees.

The Internal Affairs Division (IAD) is a separate Division within the Office of the Chief of Police. IAD is responsible for investigating allegations of commissioned employee misconduct and pre-employment background investigations. Human Resources (HR) is responsible for civilian employee misconduct investigations according to current labor agreement.

5.01.05 MEDIA RELEASES

The Chief of Police shall have sole discretion regarding the release of information relative to a criminal or administrative investigation involving the Department or its employees. Release of such information may only be made through the Office of the Chief.

5.01.10 CONTROL OF RECORDS

IAD shall have the responsibility of recording, registering and maintaining all complaints against the Department and its commissioned employees. IAD is specifically responsible for the supervision and control of the investigation of alleged or suspected misconduct within the Department when they conduct the investigation.

HR shall have the responsibility of recording, registering and maintaining all complaints against the Department and its civilian employees. HR is specifically responsible for the supervision and control of the investigation of alleged or suspected misconduct within the Department when they conduct the investigation.

5.01.25 FILING COMPLAINTS

To meet the objectives of the internal investigation process a complaint may be initiated by any person (citizen, inmate, or employee) and ALL complaints will be thoroughly and impartially investigated by this Department, with the exception of those complaints involving sexual harassment, harassment, and discrimination in regard to employee vs. employee. These issues are filed with and investigated by the Human Resources Director.

5.01.30 INFORMAL COMPLAINTS

A complaint will be classified as an informal investigation and then be investigated and handled by the employee's supervisor when:

Informal Complaints

(cont'd)

- The complaint or misconduct is not a serious violation of Department rules, regulations, policies or procedures; and
- The complainant is satisfied the issue has been appropriately resolved by the supervisor handling the complaint; or
- When directed by the Chief of Police or designee.

Incidents involving complaints of rudeness, tardiness, and other similar minor infractions will be handled in this manner.

5.01.35 FORMAL COMPLAINTS

A complaint will be classified as a formal investigation and forwarded to IAD/HR for investigation or other action when:

- The supervisor receiving the complaint forwards it through his chain of command and it is determined by the Captain/ADAS/Detention Services Manager of that command that the alleged misconduct is of sufficient seriousness or complexity, then a more in-depth investigation by IAD/HR will be conducted.
- A complaint may result in a Department employee having to participate in a lineup, submit to a medical or laboratory examination, submit financial disclosure documents, provide photos for a photographic lineup.
- The complaint, if true, would constitute a criminal violation or involves corruption, brutality, misuse of force or any breach of civil rights; or
- Directed by the Chief of Police or designee under any circumstances.



Chapter

INTERNAL AFFAIRS, DISCIPLINE, EMPLOYEE RECOGNITION


Subject

EARLY INTERVENTION SYSTEM (EIS)**5.10.01 EARLY INTERVENTION SYSTEM**

It is the policy of the Department to utilize a system for tracking and reviewing incidents that can adversely affect both the employee and goals of the Department. The intent is to help keep the employee productive, avoid discipline, and reduce citizen complaints.

The Early Intervention System (EIS) is designed to assist supervisors in monitoring the performance and behavior of their personnel for whom they are accountable.

An essential element of an effective personnel management system is the early identification of employees (both supervisory and non-supervisory) who engage in conduct that may be contrary to the goals and values of the Police Department. Once such conduct is identified, strategies or interventions to address the conduct will be implemented. Early Intervention is not discipline. It is intended to help employees be successful in their careers.

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|  | Chapter | INTERNAL AFFAIRS, DISCIPLINE, EMPLOYEE RECOGNITION |
| | Subject | COMMENDATIONS |

5.15.01 COMMENDATIONS BOARD

A Commendations Board is established to review and approve or disapprove certain recommendations for commendations for Department members. These commendations include: Individual member commendations for Honor, Valor, Individual, and Unit commendations for Meritorious Service, Exemplary Service, and Community Service Lifesaving Award.



Chapter

POLICE OPERATIONS

Subject

RIDE ALONG PROGRAM**6.03.01 RIDE ALONG PROGRAM**

Citizens may apply for the Ride Along Program for Patrol or Animal Control by responding to the North Las Vegas Police Department and obtaining the required Criminal History Check/Release of All Claims Form (form 22.10) from the Police Operations Division at least two weeks in advance, when possible. If after hours, on weekends, holidays, or upon a Sergeant or Lieutenant approval for Patrol ride alongs only, the Police Records Division will provide the form and perform a criminal history check of the ride along applicant. **All media requests** for a ride along **must** go through either the Public Information Officer (PIO) or the Chief's Office for approval.

Since ride along applicants will have access to terminals with criminal history record information, a local SCOPE, Triple I, and warrant check will be done on all applicants. The Patrol Sergeant will decide whether or not the applicant is eligible to participate in a ride along if any criminal history is found. Per Criminal Justice Information System (CJIS) security policy, an applicant who is found to have a felony or gross misdemeanor arrest without a disposition, a felony or gross misdemeanor conviction, or is a fugitive from justice cannot participate in the Ride Along Program.


All ride along applicants must receive prior approval by the Patrol Sergeant or Animal Control Manager and complete a Criminal History Check/Release of All Claims Form, unless they are a City employee. The Patrol Sergeant or Animal Control Manager will notify the applicant of approval/disapproval to participate in the Ride Along Program. A time period to ride will be scheduled upon notification.

- Probationary officers will not be assigned a participant.
- **Participants may ride once every six months.**
- Participants must be at least 16 years of age. The signature of a parent or legal guardian is required for participants under 18 years of age.
- All participants must sign the Criminal History Check/Release of All Claims Form.
- Participants appearing for their scheduled ride will be neatly attired.
- **Participants approved for the Ride Along Program will not exceed a 10 hour ride. The ride shall not carry over to another shift or officer.**

Ride Along Program

(cont'd)

- Family members and friends of Patrol personnel are permitted to participate in the Ride Along Program; however, participants shall not be assigned to ride with the spouse, friend, boyfriend, and/or girlfriend. All family members and friends must sign the Criminal History Check/Release of All Claims Form.
- Only one ride along per shift will be allowed unless approved by the Patrol Sergeant and Lieutenant or Animal Control Manager.

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|---|-------------------------------------|
|  | Chapter POLICE OPERATIONS |
| | Subject CALLS FOR SERVICE |

6.05.01 CALLS FOR SERVICE

It is the Department's policy that two officers will be dispatched to in-progress calls or calls where a potential for violence exists. Once on a scene, any primary officer may request or cancel additional officers. The primary officer is responsible for the general coordination, preliminary investigation, necessary notifications, and completion of required reports relating to these requests for service. The back-up officers are responsible for assisting the primary officer in scene protection, information gathering, and completion of required follow-up reports.



| | |
|---------|--------------------------|
| Chapter | POLICE OPERATIONS |
| Subject | PURSUIT POLICIES |

6.15.01 VEHICLE PURSUIT

The purpose of this policy is to establish model vehicle pursuit guidelines for the State of Nevada. All decisions by officers and supervisors to conduct vehicle pursuits will be made with the primary goal of assuring the safety of innocent citizens, officers, and whenever possible, those attempting to flee.

The Department recognizes that the preservation of life and public safety is more important than either property or the immediate apprehension of non-violent criminals and that vehicular pursuit of fleeing suspects can present a danger to the lives of the public, officers, and suspects involved in the pursuit. However, enforcement of the law may necessitate the initiation of a vehicle pursuit in order to apprehend violators. Officers should anticipate the possibility of a pursuit situation each and every time a vehicle stop is initiated and plan accordingly.

Decisions to initiate, continue or discontinue a pursuit require evaluation of all of the factors outlined in this order, to include the nature of the offense(s), with respect to the overall safety of the general public. As such, pursuits require sound and reasonable judgement by the personnel involved. The decision to pursue will be limited to the facts known at the time.

The ultimate responsibility for a vehicle pursuit or forcible stop lies with the officer/supervisor involved, and their conclusion that the pursuit is the best of their available options at the time. Understandably, the decision to pursue is often made under difficult, unpredictable, and rapidly changing circumstances. These guidelines are intended to protect all persons' lives to the highest extent possible; afford the employee guidance; assist officers in the safe performance of their job; and to the extent possible, protect from litigation; while permitting enforcement and apprehension of violators.

6.15.05 FOOT PURSUITS

This policy has been formulated to provide minimum requirements to direct the North Las Vegas Police Department officer's activities in this very critical area of police practice. This policy shall serve as a guideline and will introduce a concept of "TEAM" cooperation in apprehending a fleeing person. It is the goal of this policy to help the officer in the event of a foot pursuit and to also minimize the dangers associated with foot pursuits.

When a police officer initiates a foot pursuit, he/she must consider many factors such as the nature of the offense or call, the area and location involved, communications, physical dangers, physical condition and abilities, the safety of the officer, and the safety of the general public. Little, if any, formal training has been established in the area of pursuits. The purpose of this policy is to establish formal guidelines to assist the officer in dealing with foot pursuits and the dangers associated with these pursuits.

**Foot Pursuits
(cont'd)**

While the risks involved with foot pursuits towards the general public is much less than in vehicle pursuits, the inherent risks to the officer is somewhat greater. The majority of foot pursuits involve a one-on-one situation with the officer and violator, often in isolated or unfamiliar surroundings. In addition, the officer is more likely than not, placing himself in a dangerous situation by following a fleeing person into a building, structure, confined space or other isolated area. The officer is often less aware of his exact location, as he is focused on the fleeing person, making it difficult for other officers to locate the officer to render assistance in a timely manner. Numerous case studies exist involving officers being seriously injured during a foot pursuit, radioing for assistance and responding officers being unable to locate them immediately. In addition, statistics and case studies show a high rate of officers being assaulted, seriously injured or killed during foot pursuits.

The primary purpose of this policy is to secure a balance between the protection of the lives and safety of the public and police officers, and law enforcement's duty to enforce the law and apprehend violators. Since there are numerous situations which arise in law enforcement that are unique, it is impossible for this policy to anticipate all possible circumstances. Therefore, this policy is intended to guide a police officer's discretion in matters of foot pursuit.

**6.15.10 STOP
STICKS**

It is the policy of the North Las Vegas Police Department to make decisions regarding vehicular pursuits with the primary goal of safety to the innocent citizens, officers, and whenever possible, those attempting to flee. Tire deflation devices or 'Stop Sticks', when properly utilized, offer an alternative means of bringing about the safe resolution of police pursuits under controlled conditions.



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|---------|--------------------------|
| Chapter | POLICE OPERATIONS |
| Subject | ROADBLOCKS |

6.20.01 ROADBLOCKS

Roadblocks shall not be implemented or cancelled without the approval of supervisory and/or command officers.

Temporary roadblocks may be utilized as a necessary and acceptable police tactic in emergency situations if the use of deadly force would be authorized or the need to protect the public from a potential or existing emergency or hazard is greater than the hazard presented by the roadblock.

Roadblock operations must be preplanned to the extent possible because time does not allow adequate deployment on any other basis.

Adequate warning to approaching traffic is a necessity. A reasonable system of warning to motorists approaching the roadblock shall be in operation prior to the closing of the roadway by the roadblock unless:

- The only vehicle reasonably expected as the first to approach the roadblock is that of an evader/violator against whom deadly force is authorized;
- The risk presented to the public by a potential/existing hazard is so great; and
- There is insufficient time to provide warning.



Chapter

POLICE OPERATIONS

Subject

POLICE ESCORTS**6.25.01 POLICE ESCORTS**

It will be the policy of this Department that no civilian vehicle provide a police escort for medical or other emergencies.

The Police Department will not provide CODE 3 escorts under most circumstances, excluding life-saving situations during times of civil unrest.

Non-emergency escorts for parades, special events, over-sized loads, etc. may be provided with the approval of the Operations Division Commander. Such escorts will only be considered for approval after the requesting persons or organizations have obtained all appropriate permits and authorizations as required by the City of North Las Vegas. The Police Department will review and approve all permits before the City makes final approval.



Chapter

POLICE OPERATIONS

Subject

CONFISCATING DRIVERS LICENSES, REGISTRATIONS, PLATES**6.40.01 CONFISCATION**

To establish Departmental policy regarding the circumstances under which an officer may seize a driver's license, state issued I.D. card, vehicle registration certificate or license plate(s) as a result of an official police investigation. During the course of an investigation of a traffic related incident or other type of incident in which a driver's license, state issued I.D. card, vehicle registration certificate, or license plate(s) is/are surrendered upon demand by an officer, circumstance may arise (from information gathered) which requires the officer to confiscate one or more of these items and arrange for them to be sent to the Nevada Department of Motor Vehicles in order to satisfy requirements that the individual has failed to or refused to meet.



Chapter
POLICE OPERATIONS

Subject
VEHICLE IMPOUNDS

6.45.01 VEHICLE IMPOUNDS

It is the policy of this Department that whenever a vehicle is impounded, the officer will thoroughly search the vehicle and all containers within and make an inventory of all personal property on the appropriate NLVPD form.



Chapter

POLICE OPERATIONS

Subject

TRAFFIC ENGINEERING ACTIVITIES

6.55.05 TRAFFIC ENGINEERING ACTIVITIES

A function of the North Las Vegas Police Department, in cooperation with the City of North Las Vegas Traffic Engineering Department, is to facilitate safe and efficient traffic flow throughout the City.

This is accomplished partly by directing the development and maintenance of traffic control devices, street design, and street markings within the City.

The City of North Las Vegas Traffic Engineering Department assures that the City's traffic control system is in compliance with the existing federal and state guidelines via the Manual on Uniform Traffic Control Devices. This manual is kept and maintained by the Traffic Engineering Department.

The Police Department provides information concerning the need for improvements such as street signs, traffic control devices, pavement markings, and general street design to the Traffic Engineer. The Traffic Engineer may conduct studies to supplement the Department's recommendations and propose any corrections or improvements which may be needed.



Chapter

POLICE OPERATIONS

Subject

ENFORCEMENT POLICIES**6.60.01 SELECTIVE ENFORCEMENT**

Selective enforcement is enforcement which is to mitigate the numbers of traffic crashes and to address citizen complaints received.

The foundation for selective enforcement to reduce crashes is complete and accurate information relating to the times and places of accidents and the violation predominantly causing them.

Computer generated traffic crash information must be provided. Careful interpretation of all crash statistics is essential. With accurate information and analysis, it can be determined with a reasonably high level of certainty as to where the high crash locations are and what the peak periods are for them, in terms of the time of day and the day of the week in which they generally occur. Low volume periods are also clearly identifiable. For selective enforcement to be successful, the department must achieve the following:

- Maximum crash reporting by the public;
- The best possible investigation of accidents by officers;
- Orderly analysis of data compiled.

6.60.05 DUI ENFORCEMENT PROGRAM

DUI Enforcement Programs are designed to achieve the goals of increased detection and the apprehension of the drinking and impaired or drug using driver and the reduction of crashes and violations involving those drivers.

6.60.20 PARKING ENFORCEMENT

The North Las Vegas Police Department will enforce existing state and local parking regulations. Enforcement action will be taken only on violations occurring on the city streets. Exceptions to this policy would be the blocking of emergency exit/fire lanes, unauthorized use of a disabled parking space and abandoned vehicles.



Chapter

POLICE OPERATIONS

Subject

PRIVATE ALARMS**6.90.05 PRIVATE ALARMS**

It is the policy of the North Las Vegas Police Department to provide police services to the citizens of North Las Vegas. Police services will be timely and efficient. In order to improve on timely and efficient response calls for service, the Police Department will respond only to panic alarms and silent/audible alarms if it is determined a burglary has been committed.



Chapter

POLICE OPERATIONS

Subject

DEVICES TO COMBAT AUTO THEFT AND THEFT FROM AUTO**6.95.05 LICENSE PLATE****READERS**

In its mission to reduce crime and the threat of crime, the North Las Vegas Police Department will use innovative methods and strategies in accomplishing this goal. In order to combat auto theft in the City of North Las Vegas, the Police Department may implement the use of a License Plate Reader (LPR).

The LPR is an automated system that uses cameras to scan vehicle license plates. The LPR can scan license plates when moving or stationary while mounted to a marked or unmarked unit. It can also scan vehicle license plates on multiple lane roadways or in parking lots. When a license plate is scanned, it is processed through a laptop computer that has been uploaded with the current stolen vehicles and plates listed in the National Crime Information Center (NCIC) database. Once a stolen vehicle or plate is scanned, it will notify the operator. The operator will then take the necessary actions in recovering the stolen vehicle and apprehending suspects if present.

The LPR can be deployed in the field by officers of the Patrol Division or Investigative Command. The use of the LPR will be focused on vehicle related crime.

In using the LPR, the North Las Vegas Police Department will be able to increase the number of stolen vehicle recoveries and apprehension of suspects. The Police Department will also be able to help victims recover their stolen vehicles in less time. The use of the LPR will be helpful in building criminal cases on repeat stolen vehicle offenders. The end result of implementing this technology will be the reduction of vehicle related theft.

6.95.10 DECOY VEHICLE

In order to combat the growing trend of vehicle theft, the North Las Vegas Police Department will be implementing the use of a decoy vehicle. This vehicle should reflect the profile of vehicles targeted by criminals. When the circumstances arise, the North Las Vegas Police Department will be able to conduct enforcement details, using the decoy car as bait. The subsequent arrests will assist in intelligence gathering and the reduction of stolen vehicle statistics.

6.95.15 BAIT VEHICLE

It is the policy of this Department to use the bait car to facilitate the reduction of auto thefts/vehicle burglaries in the city of North Las Vegas.

Bait Vehicle
(cont'd)

The focal point of the program is the bait car. The bait car is a particular make and model vehicle selected from the Department's top list of stolen cars. The vehicles are strategically parked in areas throughout the City of North Las Vegas which are experiencing high volumes of auto theft. Although the vehicle is equipped with a tracking device, surveillance may be required to apprehend the suspects.

The bait car will be equipped with a tracking device, camera, and audio. Once the system has been activated, it will provide a signal with the location of the vehicle. In addition to the tracking system, officer(s) may conduct visual surveillance of the bait vehicle.

The deployment of the bait car will help reduce the rate of auto theft through the arrest, identification, and prosecution of auto theft suspects.



Chapter

POLICE OPERATIONS

Subject

ALTERNATIVE REPORTING METHODS**6.105.01 ALTERNATIVE REPORTING
METHODS**

It is the policy of this Department to seek alternative methods in delivering police services that provide convenient access to required services, effective delivery of services, and/or increased interaction between the public and Department personnel.



Chapter

CONTACTS, ARRESTS, SEARCHES AND SEIZURES

Subject

BIASED-BASED POLICING**7.01.01 BIASED-BASED
POLICING**

BIASED-BASED POLICING is defined as "any police-initiated action that relies on the race, ethnicity or national origin of an individual rather than the reliance based upon behavior of an individual or information that leads the police to a particular individual who has been identified as being, or having been, engaged in criminal activity".

Employees of the North Las Vegas Police Department are expressly prohibited from engaging in bias-based policing activities. Employees will not discriminate against any person. Any arrest, detention, interdiction, or other law enforcement action based solely on the actual or perceived race, ethnicity, color, or national origin is strictly forbidden.




Chapter

CONTACTS, ARRESTS, SEARCHES AND SEIZURES

Subject

ARRESTED OR DETAINED FOREIGN NATIONALS**7.15.20 FOREIGN NATIONALS**

It is the policy of the North Las Vegas Police Department to follow U. S. Department of State guidelines concerning the arrest or detention of foreign nationals in this country.

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|  | Chapter CONTACTS, ARRESTS, SEARCHES AND SEIZURES |
| | Subject DOMESTIC VIOLENCE INCIDENT |

7.30.01 DOMESTIC VIOLENCE INCIDENT

It is the policy of this Department to take the appropriate enforcement actions in domestic violence situations within the parameters as set forth in Chapter 171 of the Nevada Revised Statutes.

Persons detained and cited for committing suspected acts of domestic violence will be fingerprinted and the fingerprints forwarded to the Central Repository.




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| Chapter | CONTACTS, ARRESTS, SEARCHES AND SEIZURES |
| Subject | CIVIL PROTECTIVE CUSTODY/INTOXICATED PERSONS NOT IN CUSTODY |

7.40.01 CPC

Establish that the North Las Vegas Detention Center is not a licensed detoxification center and establish a procedure to transport Civil Protective Custody (CPC)/Intoxicated persons to a licensed detoxification facility when no criminal charges exist.

It is the policy of the North Las Vegas Police Department that we will no longer book Civil Protective Custody/Intoxicated persons individuals into the Detention Center. The individual should be either released to a relative, friend, or other responsible person, or be taken to a licensed detoxification center.

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|  | Chapter CONTACTS, ARRESTS, SEARCHES AND SEIZURES |
| | Subject MENTALLY ILL PERSONS/LEGAL 2000 |

**7.45.01 MENTALLY ILL PERSONS/
LEGAL 2000**

A mentally ill person has a right to be left alone so long as laws are not violated. It shall be the policy of this Department that no person is to be taken involuntarily into police custody by reason of mental illness alone, but rather is to be taken into custody only if such person has demonstrated by acts to be a threat of life or safety to oneself and/or others.



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| Chapter | INVESTIGATIONS |
| Subject | PHOTOGRAPHS |

8.05.03 DIGITAL IMAGING STANDARDS

(DIMS)

The policies presented here have been developed as a guide to personnel on the proper application of digital imaging technology for law enforcement purposes. These policies are intended to protect the evidentiary integrity of all digital images captured.

All digital image evidence shall be processed by each unit. Digital evidence will be stored and disseminated by the North Las Vegas Police Department's CSI Bureau.

Intended Purpose

Digital photography and digital imaging technologies are to be used by the North Las Vegas Police Department for the following purposes:

- The capture of images for North Las Vegas Police Department historical documentation, training, use in publications, and other publicity related situations that are outside the scope of law enforcement purposes.
- The documentation of crime scenes, using a digital camera, in order to create a visual record of evidence found, and the overall conditions at the scene of crimes.
- The capture and storage of latent fingerprints, trace evidence, and other objects of an evidentiary nature for comparison or analysis purposes.

Historical Documentation, Training, and Public Relations - Non-Law Enforcement

Activities

Historical, training, and public relations (PR) type photos will not be assigned event numbers. They will be archived in the PR file.

Crime Scene Documentation - To Visually Document

Crime Scenes Images captured with a digital camera are original images and equivalent to a negative in film based photography. All crime scene images captured with a digital camera must be handled as film. Each officer who takes photos at a crime scene will be responsible for uploading the pictures under the correct case # into the DIMS application. If corrections are required, a copy of the memo will be submitted to the CSI Bureau and Support System Unit.

At this time, the System Support Unit will reinstate the digital images to the correct format. The System Support Unit will print out an audit history and maintain an accurate record of all transactions to include movement and deletion of information within DIMS.

Latent Fingerprints and Other Trace

Evidence Analysis

Fingerprints and other trace evidence will be photographed in an uncompressed file format of either TIFF or RAW. Photographs of the crime scene showing where a fingerprint or other trace evidence was found are only supplemental to images taken for analytical purposes and DO NOT call for the more stringent capture requirements for analysis.



Chapter

INVESTIGATIONS

Subject

COOPERATING INDIVIDUALS AND INFORMANTS

8.30.01 CIs and SIs It is the policy of the North Las Vegas Police Department to utilize cooperating individuals/informants (CI) or sources of information (SI) in the criminal investigation process.

The importance of confidential sources of information is recognized as one of the primary, most productive, and often used tools for the collection of information, development of investigative leads, and successful resolution of any criminal investigation.

The cooperating individual/informant or source of information may provide information which results in the prevention of violence or disruption of public order.



Chapter
INVESTIGATIONS

Subject
JUVENILE ISSUES

8.40.01 FINGERPRINTING AND PHOTOGRAPHING

The North Las Vegas Police Department will fingerprint and photograph juveniles in accordance with Nevada Revised Statute 62.350. The responsibility for obtaining fingerprints and photographs when mandated by provisions of this statute rests with the juvenile courts. They are also the central and secure repository for fingerprints and photographs obtained under provisions of this statute. Any need for inspection of fingerprints or photographs of juveniles should first be directed to this repository.

8.40.05 JUVENILE SEXUAL ASSAULT AND ABUSE

It is the policy of the Department to completely investigate all incidents of sexual and physical abuse of juvenile victims while causing the least amount of trauma to the victim child.

8.40.10 TAKING JUVENILES INTO CUSTODY

It is the policy of this Department, when taking a juvenile into custody, that the following provisions be included:

Determine whether the juvenile is alleged to have engaged in noncriminal misbehavior (a status offense);

- Status Offense: An act or conduct declared by statute to be an offense only when committed or engaged in by a juvenile, and adjudicated only by a juvenile court.

Determine whether the juvenile is alleged to have been harmed or to be in danger;

Ensure that the constitutional rights of the juvenile are protected;

Bring the juvenile to the intake facility or the juvenile component without delay (unless the juvenile is in need of emergency medical treatment);

Ask the Intake Facility to notify parents or guardians of the juvenile having been taken into custody, when such notification is appropriate and will not impede progress of the investigation.

Note: The term “taking into custody” encompasses the concept of protective custody for juveniles.



Chapter

INVESTIGATIONS

Subject

PUBLIC UTILITY SUBSCRIBER INFORMATION

8.45.01 PUBLIC UTILITY SUBSCRIBER

INFORMATION

It is the policy of this Department to provide a written request to any public utility requesting subscriber information to further a criminal or civil investigation in compliance with NRS 704.201.



Chapter

INVESTIGATIONS

Subject

VICTIM AND WITNESS ASSISTANCE**8.50.01 VICTIM AND WITNESS ASSISTANCE**

It is the policy of this Department to recognize and support victim and witness assistance programs as essential elements to effective law enforcement. The criminal justice system is dependent upon the aid of the community to hold criminals accountable for their actions. In return, those citizens deserve to be treated with fairness, compassion, and confidentiality.

The Department is committed to the development, implementation and continuation of victim and witness assistance programs and shall ensure that victim and witness assistance services are available to citizens during investigations, arrests and post-arrest periods.



Chapter

INVESTIGATIONS

Subject

EMPLOYEE COLLISIONS, COLLISION REVIEW BOARD**8.55.05 EMPLOYEE COLLISIONS**

It is the policy of the North Las Vegas Police Department to deal with employees fairly and equitably. Therefore, employees will be given the same consideration as any person who is involved in a traffic collision. All traffic collisions involving employees of the North Las Vegas Police Department which occur while they are on duty or off duty operating a City vehicle or any other authorized vehicle, either on or off a roadway, will be investigated thoroughly and completely.

8.55.10 COLLISION REVIEW BOARD

Traffic collisions or other similar incidents which cause vehicle damage or injuries and involve Police Department employees operating City vehicles will be reviewed by the Collision Review Board (CRB). The CRB will hold periodic meetings where they will conduct employee collision hearings and determine whether or not a collision was Preventable or Non-preventable. The Traffic Bureau will maintain files and statistics on all Department vehicles involved in traffic collisions. In addition, the Collision Review Board Chairperson will submit an annual summary report to the Training Bureau outlining the causes of Department collisions for their use in determining if additional driver training is needed. A copy of the annual summary will be sent to the Assistant Director of Police Services, Assistant Chief of Police, and Chief of Police.



Chapter
INVESTIGATIONS

Subject
INTERLOCAL AGREEMENT FOR TOBACCO INSPECTIONS

**8.60.01 TOBACCO
INSPECTIONS**

It is the policy of this Department to provide proactive police services designed to improve the general health and well being of the community.



Chapter

EVIDENCE AND PROPERTY

Subject

CONVERSION, DESTRUCTION OF EVIDENCE/ PROPERTY**9.01.01 CONVERSION, DESTRUCTION OF EVIDENCE/
PROPERTY**

Officers or others having contact with evidence/found property, such as Evidence Custodians, will not, under any circumstances, convert to their own use, loan, or give away any item of property or evidence coming into their possession in the course of their official duties. No one will destroy any evidence or property except in accordance with Departmental procedure. Any instances of unauthorized conversion or destruction will be grounds for disciplinary action and/or criminal investigation.



Chapter

EVIDENCE AND PROPERTY

Subject

BLOOD BORNE PATHOGENS**9.10.01 BLOOD BORNE
PATHOGENS**

All police personnel who come into contact with possible contaminated clothing, substances, and/or people must follow the Universal Precautions as defined in the Exposure Control Plan. In addition to this plan, Department procedures must be implemented.



Chapter

REPORTS, RECORDS, AND DEPARTMENT INFORMATION

Subject

REPORTS, RECORDS, AND DEPARTMENT INFORMATION

10.01.01 REPORTS, RECORDS, AND DEPARTMENT INFORMATION

It is the policy of this Department that employees will not divulge the contents of reports, records, or other Department information except as authorized.



Chapter

REPORTS, RECORDS, AND DEPARTMENT INFORMATION

Subject

CRIME SCENE INVESTIGATIONS BUREAU FILES

10.50.01 CSI BUREAU FILES

It is the policy of this Department to maintain the integrity of all items having evidentiary or prosecutorial value by limiting access to the Crime Scene Investigative Bureau files.



Chapter

REPORTS, RECORDS, AND DEPARTMENT INFORMATION

Subject

MEDIA RELATIONS**10.55.01 MEDIA RELATIONS**

It is the policy of this Department to solicit the support and involvement of the community in the fulfillment of its mission. A responsive and proactive relationship with the media is necessary to accomplish this goal. Therefore, this Department will respond to media information requests and inform the media of important events involving the Department, when and to the extent divulgence of the information does not violate the law, jeopardize an investigation or prejudice a case. The release of public information must comply with applicable local, state, and federal law.



Chapter

REPORTS, RECORDS, AND DEPARTMENT INFORMATION

Subject

COURT WARRANTS**10.60.01 COURT WARRANTS**

The North Las Vegas Police Department will provide accountability and safekeeping of North Las Vegas Justice Court and District Court warrants housed at the North Las Vegas Police Records Division, Customer Service Bureau. The Department will provide a 24 hour point of contact for confirmation of North Las Vegas Justice Court and District Court warrants. When the North Las Vegas Municipal Court warrant section is unavailable, the North Las Vegas Detention Center will provide confirmation for North Las Vegas Municipal Court warrants.



Chapter

REPORTS, RECORDS, AND DEPARTMENT INFORMATION

Subject

IDENTITY THEFT PASSPORT PROGRAM**10.65.01 IDENTITY THEFT PASSPORT PROGRAM**

In accordance with Nevada State Bill 304, the members of the North Las Vegas Police Department will assist the Attorney General's office in creating and operating a statewide Identity Theft Passport Program.

An identity theft police report will be generated and the victim will be given an Identity Theft Passport Package which gives detailed instructions on contacting the Attorney General's office.

Upon request from the Attorney General's office, an un-redacted police report will be forwarded to them for investigative purposes.



Chapter

UNUSUAL OCCURRENCES

Subject

INTRODUCTION AND SITUATION MAPS**11.01.01 INTRODUCTION**

In the event of a natural or man-made disaster or occurrence, the North Las Vegas Police Department will refer to the City of North Las Vegas Emergency Response Manual. The Assistant Chief of Police Services, the Assistant Director of Police Services, all Department Captains and Lieutenants, and the Emergency Operations Center will maintain an updated copy of this manual.


The NLVPD Emergency Response Plan is located in the Department Manuals throughout Chapter 11. Copies will be maintained in each Operations Area Command, Traffic Division, Services Command, Communications Division, Investigative Command, Standards and Planning Division, Resource Management Division, Special Operations Division, the Mobile Command Center (MCC), and in all patrol supervisor vehicles. All Department personnel shall be issued a complete set of Department manuals for individual reference.

The Emergency Mobilization Plan (chapter 11.05.01) serves as a guide for command officers and other supervisors in directing and supervising Department units, and in facilitating coordination of police operations with the activities of other agencies responding to emergency situations. Though the plan provides guidelines, it is not intended to limit or restrict police initiative, judgment, or independent action required to provide appropriate and effective police services.

**11.01.10 SITUATION MAPS/
EQUIPMENT**

The North Las Vegas Police Department will maintain situation maps readily available for plotting operational commitments during unusual occurrences and/or tactical police operations. Situation maps will be kept in the MCC, all area Commands, Special Operations, and other locations deemed necessary.

Command staff will receive training in current software and technology relating to mapping, plotting, and operational planning.

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|  | Chapter UNUSUAL OCCURRENCES |
| | Subject EMERGENCY MOBILIZATION PLAN |

11.05.01 EMERGENCY MOBILIZATION PLAN

It is the policy of this Department to mobilize commissioned and certain key civilian personnel, as necessary, in response to major incidents requiring a maximum commitment of personnel and equipment resources in a timely manner. This Department will utilize the Incident Command System (ICS) as the template for managing incidents of this nature.



Chapter

UNUSUAL OCCURRENCES

Subject

MAJOR INCIDENT PLAN**11.10.01 MAJOR
INCIDENT PLAN**

It is the policy of this Department to provide for the allocation and deployment of personnel and equipment when it is determined that situations, such as natural and man-made disasters and civil disturbances, will require a major commitment of Department resources for a long period of time.



Chapter

UNUSUAL OCCURRENCES


Subject

HOSTAGE/BARRICADED SUBJECT PLAN**11.20.01 HOSTAGE/BARRICADED****SUBJECT PLAN**

Persons who use hostages as a means to effect escape, commit crime, or further a cause are desperate and dangerous individuals who, if allowed to escape, will pose a continuous threat to their hostages and to the general public at large. Therefore, it is the purpose of this Department to ensure, through all its resources and by all means possible, the safe rescue of hostages and the apprehension of the hostage taker. Nothing in this plan, however, shall preclude the use of necessary force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

Each incident is unique and must be handled by the application of logical police practices. If there is doubt whether or not police actions should be taken, the Department legal advisor or the on-call member of the District Attorney's office should be contacted.

The philosophy and approach to dealing with barricaded subjects is almost the same as dealing with hostage takers, the major difference being the lack of a hostage. Because of the similarities, the hostage plan and the barricaded subject plan have been combined.

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|  | Chapter UNUSUAL OCCURRENCES |
| | Subject INMATE ESCAPE PLAN |

11.23.01 INMATE ESCAPE PLAN

It is the policy of the North Las Vegas Police Department Detention Facility personnel to work diligently to prevent escapes through proper security procedures and good lines of communication between inmates and staff. Detention Facility staff shall deal with escapes in a manner which will facilitate the timely recovery of escapees and prevent additional escapes, while minimizing personal injury and property damage, i.e. by designating area of responsibility; involvement of appropriate personnel; notification of authorities; and taking necessary action.

**Chapter****UNUSUAL OCCURRENCES****Subject****AIRCRAFT ACCIDENT PLAN****11.25.01 AIRCRAFT**

ACCIDENT PLAN The North Las Vegas Police Department will respond to all aircraft accidents occurring within the City limits of North Las Vegas outside of the perimeter of the North Las Vegas Airport. The Police Department will respond to accidents on airport property only when requested by the Federal Aviation Administration (FAA). The Police Department will be responsible for maintaining control, evacuating as required, and providing public safety measures. The FAA and Nellis Air Force Base will investigate aircraft accidents depending on the aircraft involved.



Chapter

UNUSUAL OCCURRENCES

Subject

HAZARDOUS MATERIALS INCIDENT/ACCIDENT PLAN**11.35.01 HAZARDOUS MATERIALS INCIDENT/****ACCIDENT PLAN**

The primary responsibility for the control or removal of hazardous materials rests with the owner, user, shipping agent, carrier, or other individual in whose custody the materials has been placed for shipment or use. However, in the event of an incident or accident resulting in the loss of control of a hazardous material by the responsible party, the North Las Vegas Police Department must be prepared to take action and seek assistance as necessary to limit the effects of the occurrence on life and property.

Copies of the Department of Transportation Hazardous Materials Emergency Response Guidebook are available at the following locations:

- Assistant Chiefs of Operations.
- Captains of Operations and Investigations Commands offices.
- Assistant Director Police Services Command office.
- Operations Lieutenants offices.
- Communications Division.



Chapter

UNUSUAL OCCURRENCES


Subject

DIGNITARY PROTECTION PLAN

11.40.01 DIGNITARY PROTECTION

PLAN

The purpose of this plan is to establish guidelines for coordinating the protection of visiting dignitaries while in the jurisdiction of this Department.

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|  | Chapter <p style="text-align: center;">UNUSUAL OCCURRENCES</p> |
| | Subject <p style="text-align: center;">SPECIAL EVENTS PLAN</p> |

**11.45.01 SPECIAL
EVENTS PLAN**

The purpose of this plan is to establish guidelines for the planning of special events. Special events are those activities (i.e. parades, athletic events, public demonstrations, etc.) which require directed commitment of police personnel and resources.



Chapter

UNUSUAL OCCURRENCES

Subject

LABOR DISPUTES AND DEMONSTRATIONS**11.50.01 LABOR DISPUTES AND DEMONSTRATIONS**

Strikes/demonstrations are a legitimate exercise of the right to protest, which must be protected. When unlawful acts occur, the police must act but their action must be impartial. The police officer must be impartial to the point that any fair-minded person, after the strike is over, will have no bitterness toward the police. Pickets enjoy the right of free speech and expression. They may carry banners and voice whatever they wish so long as they do not violate the rights of others. On the other hand, management has an obligation not to incite riots by outward provocations of the striking crowd.



Chapter

UNUSUAL OCCURRENCES

Subject

COMMUNITY WIDE EMERGENCY CALL SCREENING

11.55.01 EMERGENCY CALL SCREENING

It is the policy of the Department during community wide emergencies, such as civil unrest, major flooding, earthquakes, etc., that calls be screened under a different process to best utilize available resources.

A community wide emergency is that in which a great amount of the Department resources are being utilized.



Chapter

UNUSUAL OCCURRENCES

Subject

AMBER ALERT PLAN**11.60.01 AMBER
ALERT PLAN**

The purpose of the AMBER Alert Plan — America's Missing Broadcast Emergency Response is to set up a formal means of exchanging information between law enforcement and public safety agencies, radio, television and cable broadcasters, and state and private entities to facilitate the safe return of abducted children.

The goals are to help ensure that people in the area know as soon as possible that a local child has been abducted and provide them with the information they need to help return the child to safety.

As a participant in the State of Nevada AMBER Alert Plan, North Las Vegas Police Department has developed this policy and agrees to follow the guidelines established by the State of Nevada AMBER Alert Review Committee.

The AMBER Alert Plan is a coordinated initiative of law enforcement, broadcasters, and cable television operators to provide immediate public notification of child abduction cases. The notification is accomplished through the activation of the Emergency Alert System (EAS) in accordance with procedures set forth in the State Emergency Communications Plan. North Las Vegas Police Department may use the AMBER Alert Plan to activate an EAS broadcast to notify the public of a child abduction involving a danger for serious bodily harm or death to the child.



Chapter

UNUSUAL OCCURRENCES

Subject

RESPIRATORY PROTECTION PROGRAM**11.65.01 RESPIRATORY PROTECTION PROGRAM**

The North Las Vegas Police Department will provide a Respiratory Protection Program in response to the concern for the health and safety of all employees where engineering controls or process design do not reduce exposures below acceptable industrial hygiene levels.

All commissioned personnel will be fit-tested annually for use of respiratory protection.



Chapter

UNUSUAL OCCURRENCES

Subject

COUNTERFEIT CURRENCY**11.75.01 COUNTERFEIT
CURRENCY**

It is the policy of the North Las Vegas Police Department to deposit only legal United States tender for police reports, work cards, bail money, inmate trust fund, and bank deposits. Any counterfeit bills will be confiscated and turned over to the United States Secret Service.



Chapter

UNUSUAL OCCURRENCES

Subject

USE OF CHEMICAL AGENTS**11.85.01 USE OF CHEMICAL AGENTS**

It is the policy of the North Las Vegas Police Department to use all less forceful means available to resolve situations involving confrontations or aggression by inmates. When those means are not effective, chemical agents may be employed to enable officers to subdue an individual or to restore order among a disruptive group.



Chapter

COMMUNICATIONS

Subject

COMMUNICATIONS POLICY**12.01.01 COMMUNICATIONS
POLICY**

Successful law enforcement radio communication requires the coordinated efforts of the dispatcher and all units. Dispatchers are aware of demand for service and unit deployment at any given time; thus, they have important system-wide information. Individual units have the best information regarding individual incidents in which they are involved. For this reason, full reciprocal cooperation is expected between dispatchers and all units.



Chapter

COMMUNICATIONS

Subject

USE OF TELEPHONES AND RADIO**12.05.01 USE OF
TELEPHONES**

The telephone is the primary means by which the public requests the service of this Department. For this reason, all incoming calls will be answered promptly to determine if a need for Department services exists.

**12.05.05 USE OF
RADIO**

The radio will be used for official business only. Radio communications will be conducted in a clear, business-like manner using prescribed procedures and will be kept brief.



Chapter

COMMUNICATIONS

Subject

CAD TRACKING OF GANG OFFENSES**12.10.01 CAD TRACKING OF**

GANG OFFENSES It is the policy of the Police Department to statistically track all gang-related activity. This will provide for enhanced enforcement efforts, more complete intelligence information, and later statistical review.



Chapter

COMMUNICATIONS

Subject

CHANNEL CONDITIONS**12.15.01 CODE
RED**

Emergency radio traffic only, danger. Code red can be used in any situation in which known circumstances lead you to believe there is an increased level of danger for citizens, officers, or inmate safety. Inmate movement shall be suspended. All radio traffic during a Code Red will pertain to the incident only.

**12.15.05 CODE
GREEN**

Normal Traffic. Code green is used to clear a code red situation, advising units to return to normal traffic.

**12.15.10 CODE
YELLOW**

Caution Alert. Code yellow is used for Detention situations which may escalate to code red. Units will refrain from any unnecessary radio traffic and listen for further developments.



Chapter

COMMUNICATIONS

Subject

SPLITTING PATROL CHANNEL**12.20.01 SPLITTING PATROL
CHANNEL**

It is the policy of the NLVPD to provide a safe, efficient, and effective work environment for the Department personnel. To accomplish the task of creating a more efficient and safe radio procedure, it is necessary to split the patrol group.



Chapter

SYSTEM SUPPORT DIVISION

Subject

GENERAL COMPUTER INFORMATION**13.01.01 COMPUTER POLICY**

The Technology/NCIC Division provides employees with guidance on the proper use of personal computers, field laptops, and related electronic messaging systems that are utilized for purposes of disseminating, electronic mail, utilizing services of the Internet, and related electronic message transmissions, recording, and storage devices.

Technology and the necessary tools such as computers are to be used for business purposes in serving the interest of the North Las Vegas Police Department which effectively will provide the citizens of North Las Vegas quality service. Effective security in the use of information systems is a team effort involving the participation and support of all North Las Vegas employees and affiliates. It is the responsibility of every user to know these guidelines and to conduct their activities accordingly.

13.01.10 GENERAL USE and OWNERSHIP

Data created on Department systems remains the property of the City of North Las Vegas. Management cannot guarantee the confidentiality of information stored on computer/laptop devices. Employees are responsible for exercising good judgement regarding the reasonableness of personal use.

The Department reserves the right to access all information stored on computers/laptops/servers and may require users to provide passwords to files that have been encrypted or password protected.

Privacy

Employees should not expect privacy with respect to any of their activities when using the Department's computer and/or telecommunication property, systems, or services. Use of passwords or account numbers does not create the expectation of privacy and confidentiality. The employer reserves the right to review, retrieve, read, and disclose any files, messages, or communications that are created, sent, received, or stored on the employer's computer systems and/or equipment. This right to review, also called monitoring, ensures the security and protection of business records, prevents unlawful and inappropriate conduct, and creates as well as maintains a productive work environment.

Use

The computers, associated hardware and software, including electronic mail (e-mail) and accesses to on-line services (the Internet), as well as voice mail, pagers, and faxes, are the employer's property and as such are to be used for business purposes. Internet access will be for work related issues only.

Use of the employers' computer systems and telecommunication and other devices constitute acceptance of this policy and its requirements.

General Use and Ownership

(cont'd)

Employees will access and read all e-mail messages at a minimum of once each week.

Prohibited Use

Prohibited use includes but is not limited to the following:

- Sending, receiving, or storing messages that a “reasonable person” would consider to be offensive, disruptive, harassing, threatening, derogatory, defamatory, pornographic, indicative of illegal activity, or any that contain sexual comments or images, or racial or ethnic slurs.
- Sending, receiving, or storing messages or images that would offend or discriminate on the basis of race, sex, national origin, religion, age, political belief, sexual orientation, or disability.
- Sending, receiving, or storing chain letters.
- Sending, receiving, or storing union-related solicitations.
- Engaging in political activities.
- Engaging in religious activities.
- Conducting in any manner outside employment
- Engaging in illegal, fraudulent, or malicious conduct.
- Downloading, uploading, or otherwise transmitting, without authorization:
 - ▶ Confidential or proprietary information or material;
 - ▶ Copyrighted material;
 - ▶ Illegal information or material; or
 - ▶ Sexually explicit material.
- Obtaining unauthorized access to other systems.
- Using, without explicit authorization, another person’s password or account number.
- Revealing account passwords to others or allowing the use of your account by others. This includes family and other household users when work is being done at home.
- Improperly accessing, reading, copying, misappropriating, altering, misusing, or destroying the information/files of the City or other users.
- Loading unauthorized software or software not purchased or licensed by the employer.
- Breaching or attempting to breach any security systems or other malicious tampering of any of the employer’s electronic systems, including but not limited to introduction of viruses.

General Use and Ownership

(cont'd)

- Using the employer's information technology in other than a very limited or incidental way for personal, non-business purposes.
- Messages sent via pages will not contain unprofessional or derogatory messaging context.

Violation of Policy Improper or prohibited use of the employer's property, systems, or services will result in discipline up to and including termination.

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|  | Chapter SYSTEM SUPPORT DIVISION |
| | Subject E-MAIL AUTHORIZATION |

13.03.01 E-MAIL

AUTHORIZATION Prior approval must be obtained from the Chief of Police before sending out any e-mail directed to CNLV Everyone, CNLV PD, Detention, or PD & Detention.



Chapter

SYSTEM SUPPORT DIVISION

Subject

LAPTOP COMPUTERS**13.05.01 LAPTOP COMPUTERS****Overview**

Laptops are to be used for business purposes in serving the interests of the North Las Vegas Police Department and our citizens and customers in the course of normal operations. Effective security is a team effort involving the participation and support of every North Las Vegas Police Department employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct their activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of laptop equipment at the North Las Vegas Police Department. These rules are in place to protect the employee and the City of North Las Vegas. Inappropriate use exposes the Police Department, as well as the City of North Las Vegas, to risks including virus attacks, compromise of data integrity and resources and legal issues.

General Use and Ownership

Users should be aware that the data they create on the Police Department systems remains the property of the North Las Vegas Police Department. Because of the need to protect resources and data, management cannot guarantee the confidentiality of information stored on any laptop device belonging to the North Las Vegas Police Department.

Employees are responsible for exercising good judgement regarding the reasonableness of personal use. In the absence of a policy that does not outline a specific use, employees should be guided by City policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.

For NCIC maintenance purposes, authorized individuals of the Police Department may monitor equipment, systems and network traffic at any time. NCIC certification is required.

The Chief of Police or designee reserves the right to audit laptops and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

The user interface for information contained on Police Department systems concerning NCIC is to be classified as confidential and sensitive information. Police Department employees are required to have NCIC certification and will be instructed to prevent unauthorized access and improper dissemination of NCIC information.

Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.

Laptop Computers

(cont'd)

All laptops will be secured with a password-protected screen saver with the automatic activation feature set at 30 minutes or less, or by logging off when left unattended.

Unacceptable Use

Under no circumstances is a commissioned/non-commissioned employee of the Police Department authorized to engage in any activity that is illegal under local, state or federal law while utilizing Department owned resources.

Unauthorized copying of copyrighted material and the installation of any copyrighted software for which the Department or the end user does not have an active license is strictly prohibited.

Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

Using a Department computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction. Packet Cluster has the ability to e-mail instant messages as well as transmit talk messages amongst officers and dispatchers.

Effecting security breaches or disruptions of communication. Security breaches include, but are not limited to, accessing of data to which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, relates to the NCIC access. NCIC information is strictly used for the officer notification within the scope of his/her work. NCIC information will not be disseminated verbally or in written form, unless in the discharge of the employees official duties.

Unacceptable Use of E-mail and Communications Activities**on Packet Cluster**

- Any form of harassment via e-mail, whether through language, frequency, or size of messages.
- Posting the same or similar non-business related messages to other users within the Packet Cluster network.

Confidentiality

Release of confidential information to the general public that is accessible from the MDT is strictly prohibited. The general public includes family members, friends and ride-alongs that are not law enforcement employees.

All officers will take into account their surroundings to prevent any unauthorized view to MDT screens containing confidential information or unauthorized access to the MDT by the public or any non-sworn personnel.

MDT's will not be left unattended in public places or residences.



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|---------|--------------------------------|
| Chapter | SYSTEM SUPPORT DIVISION |
| Subject | JLINK SYSTEMS/SCOPE |

13.10.01 JLINK SYSTEMS

NCJIS JLINK is the Justice Link Message Switching system that houses NCIC, NCJIS, CLETS, and SCOPE.

The National Crime Information Center (NCIC) is a nationwide computerized information system established as a service to all local, state, and federal criminal justice agencies.

The Nevada Criminal Justice Information System (NCJIS) was designed to provide for the automated exchange of accurate criminal justice information between authorized criminal justice and public safety agencies within the State of Nevada.

The California Law Enforcement Telecommunications System (CLETS) enables California DMV, Department of Justice (DOJ), and law enforcement agencies to work together as a team to promote traffic safety.

Shared Computer Operations for Protection and Enforcement (SCOPE) is a 24 hour, on-line system that provides information relating to individuals and businesses. The system contains both criminal history and non-criminal history information. The system is under the administrative control of Clark County and is housed in the Clark County Courthouse.

At this time, SCOPE access is limited to inquiry only on the JLINK system. For further information regarding SCOPE, refer to the next section in this chapter (13.10.05).

Security

Data stored in NCJIS JLINK is documented criminal justice information and must be protected to ensure authorized dissemination and use. Information can be obtained directly or indirectly. Direct access is defined as terminal access and dissemination within that terminal agency. Indirect access is a terminal agency disseminating information to another authorized agency.

The North Las Vegas Police Department is responsible for the maintenance of the security and confidentiality of these systems.

Physical Security

Specific physical security standards must be met in instances where Division access SCOPE information. It is the North Las Vegas Police Department's responsibility to ensure the physical security of terminals with access to SCOPE. Information contained within SCOPE files is governed by State and/or Federal statute and must be appropriately protected from unauthorized use.

JLINK Systems
(cont'd)

The Nevada Control System Agency prohibits dissemination of any information received from NCJIS JLINK to any unauthorized person. Agency personnel are forbidden to request and/or perform inquiries for curiosity or for any reason other than authorized by NCIC, Nevada Revised Statute, or local ordinance. Unauthorized inquiry or dissemination may result in disciplinary action.

If the unauthorized inquiry or dissemination includes criminal history record information, the person may be subject to criminal charges pursuant to NRS 179A.900.

Terminal/System Security

Information stored in the system is confidential and will be treated accordingly, and unauthorized requests or receipt of information could result in civil and/or criminal prosecution and termination of NCIC/NCJIS access.

Information is not to be released to any unauthorized personnel. It is strictly forbidden for staff members to request and/or perform inquiries for curiosity, or for any reason other than a criminal justice purpose.

Penalties may be assessed to any agency or person who willfully requests, obtains or seeks to obtain records of criminal justice information under false pretenses; willfully communicates or seeks to communicate records of criminal justice to any agency or person; or willfully falsifies any record of criminal justice or any record relating to records of criminal justice information pursuant to NRS 179A.300.

Dissemination of Information

Staff personnel will not disseminate any information to unauthorized personnel.

13.10.05 SCOPE

At present, the name files and Metropolitan Police Wanted Vehicle system (MPWV) are utilized. SCOPE and MPWV user manuals containing entry requirements, abbreviations, coding, entry requirements and security information are located in the PD Records Bureau Division.

Due to state laws requiring confidentiality of juvenile records, it is essential to maintain control over the JUV1 on-line system which stores these records, restricting access to those terminals specifically authorized by Juvenile Court Services. The list of authorized terminals is located in the Records Manager Office.

Personnel Security

Personnel accessing the SCOPE System for any reason including inquiry, entry, or for technical maintenance purposes, must pass a fingerprint-based background check. Background checks relying on any identifiers other than fingerprints are unacceptable. Any Division accessing SCOPE information must fully comply with all applicable provisions of NRS Chapter 179A and U.S. Code Title 28 and the regulations promulgated thereunder.

Standards of Use

NLVPD agrees to adhere to SCOPE policies in order to ensure continuation of that access.

SCOPE (cont'd)**Dissemination**

Data stored in SCOPE, including criminal history information, must be protected to ensure correct, legal, and efficient dissemination and use. Individuals receiving requests for criminal justice information must ensure that the requestor is authorized to receive such data as stated in NRS Chapter 179A. SCOPE contains records generated from many agencies, thus appropriate caution must be exercised when disseminating information. The North Las Vegas Police Department can only disseminate its own records. The stored data in SCOPE is sensitive and should be treated accordingly. Unauthorized request or receipt of SCOPE material could result in criminal prosecution.

Audit

The North Las Vegas Police Department will be audited by LVMPD SCOPE to ensure compliance with LVMPD SCOPE policy and regulations. Audits shall be conducted at a minimum of every two years.

All criminal justice agencies having access to SCOPE shall permit an inspection team appointed by the LVMPD to conduct appropriate inquiries with regard to any allegations of security violations. Results of the investigation recommendations to the agency shall be maintained by LVMPD accordance with applicable record retention schedules.

NLVPD TAC is required to conduct an annual internal audit for compliance.



Chapter

SYSTEM SUPPORT DIVISION

Subject

CRIMINAL HISTORY RECORD INFORMATION (CHRI)**13.15.01 CHRI**

The purpose of this policy is to ensure the proper exchange of information inquired upon, received, obtained, and disseminated through terminal (direct) access or non-terminal (indirect) access to criminal history through NCJIS JLINK.

Triple I (Federal)

Triple I is an automated criminal history response concerning accelerated misdemeanor, gross- misdemeanor, and felony arrests on an individual. The guidelines for release of information from the federal file are located in the National Crime Information Center (NCIC) manual.

NOTE: For procedures on releasing adult and juvenile information, see Police Records Division Manual Section 28.20.00



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| Chapter | SYSTEM SUPPORT DIVISION |
| Subject | NCJIS/NCIC HIT CONFIRMATION |

13.20.01 HIT CONFIRMATION

The system policy governing hit confirmation as established by the NCJIS Administrative Policies, the NCJIS Operating Procedures Manual, and the NCIC 2000 Operating Manual, are especially critical with regard to hit confirmation. The NCJIS Operating Procedures Manual describes the operational procedures for handling a hit in the NCJIS State Wanted Person File, Section 33, and the NCIC Hit Confirmation Policy is described in the NCIC 2000 Operating Manual in Intro-58, or in the NCIC Wanted Person file, Section 5 Inquiry.



Chapter

SYSTEM SUPPORT DIVISION

Subject

COLLECTION AND PRESERVATION OF SEIZED COMPUTER EVIDENCE**13.25.01 PRESERVATION OF SEIZED COMPUTER EQUIPMENT**

Computer equipment can be severely damaged or data lost due to improper shutdown procedures. Seized computer equipment could be preprogrammed to erase or destroy data, if start-up or shutdown procedures are not followed.



Chapter

FACILITIES MANAGEMENT BUREAU

Subject

RESPONSIBILITIES**14.01.01 GENERAL RESPONSIBILITIES**

The NLVPD Facilities Management Bureau (FMB) ensures that the NLVPD operates, repairs, maintains, alters, secures, and cleans its buildings in a manner that provides the most suitable, safe, and productive environment for normal operations and planned contingencies. The operation, repair, and maintenance of non-networked communications systems are also included.

Scope

The success of this program depends highly on the input and cooperation from various City Departments including, Building Maintenance, City Attorney, Finance, Information Technologies, and Public Works, as well as its' internal customers.

All NLVPD facilities are included under the FMB umbrella unless changed by the Chief of Police.

Services

The services coordinated through the FMB are:

- Building Maintenance;
- Communications (non-networked);
- Fire Prevention and Safety Programs;
- Grounds;
- Building Security, Access, and Control.



Chapter

FACILITIES MANAGEMENT BUREAU

Subject

BUILDING SECURITY

14.25.01 BUILDING SECURITY

This is a statement of policy regarding access control of buildings and property that are operated and controlled by the NLVPD. This policy will serve as the framework by which access devices (keys, key fobs and proximity cards) to these buildings will be issued, monitored, and maintained to achieve maximum physical security with minimum logistics.

This policy applies to any individual who is granted authorized access to any NLVPD and City of NLV properties operated and controlled by NLVPD and to all devices that control access to these properties.

The NLVPD regards any violation of this policy as a serious threat to security, including security compromises caused by failure to retrieve access devices from departing users.

14.25.02 DUTY TO CHALLENGE

All employees are required to wear a Department authorized identification card when in any Department facility and not in uniform.

Building security in any Department facility is the responsibility of every employee. As all member are required to wear Department authorized identification, ALL members must share in the responsibility to keep our facilities secure.



Chapter

DETENTION SERVICES

Subject

INTAKE AND BOOKING**15.01.01 INTAKE
AND BOOKING**

It is the policy of the North Las Vegas Police Department Detention Services to provide a uniform method of assuming custody of all inmates brought in for incarceration by any authorized law enforcement agency or representative.

Unless the inmate requires special handling, all intake and booking procedures will be completed on a first come first serve basis, unless approved by the Watch Commander.

Corrections Officers will ensure the safety and security of the facility for all staff members and inmates by conducting routine searches (visual/pat/strip) of all inmates and personal property being booked or housed in this facility. Personal property searches are critical to ensure no contraband or hazardous materials enter the facility. Information concerning inmates and their property will be obtained by both the Intake Officer and Inmate Records Specialist (IRS) and documented accurately. The Intake Officer and IRS will work as a team to accomplish this procedure. The IRS will ensure that an accurate record is obtained and recorded for all inmates.

Every inmate brought into this facility will be processed in the same manner unless an exception is made by a Lieutenant, Captain, or Assistant Chief of Police Detention Services. **Exceptions will be for emergencies only and will be documented.**



Chapter
DETENTION SERVICES

Subject
COURTESY BOOKINGS

15.02.01 COURTESY BOOKINGS

It shall be the policy of the North Las Vegas Police Department Detention Services to provide temporary housing for prisoners of bona fide law enforcement agencies (at no cost), and private extradition organization prisoners (for a fee).



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| Chapter | DETENTION SERVICES |
| Subject | COURT PROCEEDINGS |

15.05.01 COURT PROCEEDINGS

Municipal Court

The North Las Vegas Police Department Detention Services will house offenders only for that portion of their term of confinement for which they are legally liable and to promptly release offenders when their sentences are complete. This Facility will abide by the lawful orders of judicial officials and provide an efficient means of rendering service to these officials concerning incarcerated individuals within this Facility. Guidelines are established for the processing and data entry of the North Las Vegas Municipal Court paperwork.

Justice Court

The North Las Vegas Police Department Detention Services will house offenders only for that portion of their term of confinement for which they are legally liable and to promptly release offenders when their sentences are complete. This Facility will abide by the lawful orders of judicial officials and provide an efficient means of rendering service to these officials concerning incarcerated individuals within this Facility. Guidelines are established for the processing and data entry of the North Las Vegas Justice Court paperwork.

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|  | Chapter DETENTION SERVICES |
| | Subject RELEASE |

**15.07.01 INMATE
RELEASES**

The North Las Vegas Police Department Detention Services will provide a uniform method of releasing inmates in an accurate and timely manner in accordance with court ordered sentencing, Nevada Revised Statutes (NRS), release documents, and federal contracts.



Chapter

DETENTION SERVICES

Subject

SEARCHES**15.10.01 STRIP SEARCHES**

The North Las Vegas Police Department Detention Facility will conduct strip searches, based upon reasonable cause, to prevent the introduction of contraband (weapons, drugs, etc.) into the Facility. Arrestees being booked into the Facility will not be automatically strip searched. Strip searches will not be conducted for punitive reasons.

15.10.05 BODY ORIFICE SECURITY SCANNER

All inmates will be scanned using the Body Orifice Security Scanner (BOSS) as a part of the intake process, when returning from outside of the Facility, and when there is a suspicion that the inmate may have metal contraband. Even when a strip search is justified, required, and conducted, the inmate will be scanned using the BOSS as an additional security check.

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|  | Chapter DETENTION SERVICES |
| | Subject DETENTION SECURITY |

15.17.01 SECURITY INSPECTIONS

The North Las Vegas Police Department Detention Services will maintain a system of inspections of the physical plant of the facility to ensure inmates do not escape or otherwise compromise security.



Chapter

DETENTION SERVICES

Subject

PERIMETER SECURITY**15.20.01 PERIMETER SECURITY**

The Detention Facility will maintain a secure perimeter consistent with the security and control needs of the inmate population and to prevent unauthorized civilian traffic in the secure portion of the facility.

The Facility will provide adequate integrity of the fenced perimeter consistent with the need for secure confinement of inmates ranging to maximum security. The Captain of Detention Operations Command is responsible for maintaining and supporting the physical perimeter security systems.



Chapter

DETENTION SERVICES

Subject

KEY CONTROL**15.23.01 KEY CONTROL**

The Detention Facility will maintain accountability and a key control program that provides maximum staff control over locks, keys, and locking devices; restricts access to sensitive keys; and enables prompt response to emergencies.

15.23.05 FOOD SERVICE**KEY CONTROL**

The Facility will ensure accountability and control of keys used in the Food Service Bureau.



Chapter

DETENTION SERVICES

Subject

TOOL CONTROL**15.27.01 FOOD SERVICE TOOL****CONTROL**

The Facility will ensure accountability and control of tools used in the Food Service Bureau.


15.27.05 BUILDING MAINTENANCE**TOOL CONTROL**

The Detention Facility will also ensure accountability and control of tools used by the assigned Building Maintenance crew and the Commissary.

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|  | Chapter DETENTION SERVICES |
| | Subject INMATE COUNTS |


15.33.01 INMATE COUNTS

The policy of the North Las Vegas Police Department Detention Services is to provide a uniform, accurate, and timely method of counting inmates in the Detention Facility. It also serves to maintain the custody, security, and accountability of the inmate population.

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|  | Chapter DETENTION SERVICES |
| | Subject WELFARE CHECKS |

15.37.05 WELFARE CHECKS

The Detention Facility will ensure the safety and welfare of all inmates by conducting security/welfare checks every 30 minutes.

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|  | Chapter DETENTION SERVICES |
| | Subject INMATE CLASSIFICATION |

15.40.01 INMATE CLASSIFICATION

Inmates will be classified in a way that not only ensures public safety but also provides for safe, humane inmate treatment by housing like inmates together to the extent possible.



Chapter

DETENTION SERVICES

Subject

DETENTION INCIDENT REPORT**15.43.01 DETENTION INCIDENT
REPORT**

When a Detention Services staff member witnesses or has a reasonable belief that an inmate has violated an established rule, law, standard of conduct, poses a threat to themselves, other inmates, staff or the security of the Facility, is involved in a non-industrial or disciplinary related accident/injury, or where information has been obtained which may affect an inmate's custody status or the security of the Facility, the staff member or work crew leader will promptly report and/or document the incident utilizing an Detention Incident Report form.



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| Chapter | DETENTION SERVICES |
| Subject | INMATE TRANSPORTATION |

15.45.01 INMATE TRANSPORTATION

The Department will provide the appropriate level of supervision and control for inmates who must be transported for treatment to local medical facilities, court, airlift, or who otherwise must be escorted into the community.



Chapter

DETENTION SERVICES

Subject

INMATE DISCIPLINARY PROCESS**15.47.01 DISCIPLINARY
PROCESS**

A system of discipline will be instituted that will serve to protect the public, offenders, and staff by maintaining jail security and order through the impartial application of specific rules and regulations. This policy will be supported by a hearing procedure that ensures all applicable due process requirements.

Also, pursuant to NRS 211.390, it is the policy of the North Las Vegas Police Department Detention Services to seek reimbursement from a prisoner for expenses incurred by the damage and/or destruction of City property during their incarceration at the North Las Vegas Detention Facility.



Chapter

DETENTION SERVICES

Subject

SEGREGATION**15.50.01 DISCIPLINARY****SEGREGATION**

Policy requires that inmates who have been found guilty of violating established rules, laws, or standards of conduct limited to the prohibited acts in the Inmate Rules and Regulations by a Disciplinary Committee may be placed in Disciplinary Segregation, if so ordered. Inmates committing a serious breach of security or safety within the Detention Facility may also be placed in pre-hearing detention. Inmates so placed may forfeit any or all of their privileges for a portion of or for the entire duration of their placement.

15.50.05 ADMINISTRATIVE**SEGREGATION**

Inmates requiring special housing to ensure their safety, the safety and security of the *F*acility, and the safety of inmates in the general population, will be housed in Administrative Segregation.

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|  | Chapter DETENTION SERVICES |
| | Subject INMATE GRIEVANCES |

15.53.01 INMATE GRIEVANCES

It is the policy of the North Las Vegas Police Department Detention Services to provide inmates with an internal system that will allow for the recognition and resolution of legitimate complaints arising from institutional matters. The inmate grievance process will appropriately address complaints through a three step process in an effort to reduce litigation and afford administration the opportunity to improve Detention Operations.

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|  | Chapter DETENTION SERVICES |
| | Subject INMATE PROPERTY |

15.57.01 INMATE PROPERTY

The North Las Vegas Police Department Detention Services provides a uniform method for storage, handling, release, and disposal of inmate property.



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| Chapter | DETENTION SERVICES |
| Subject | SAFETY |

15.60.05 CHEMICALS

The Detention Facility will maintain controls on all flammable, toxic, and caustic material to ensure the safe operation of the institution. Records of supplies on hand will be maintained for all substance containing any type of "Warning" label. Each work area, supply closet, or cabinet will have an individual inventory of all types and amounts of caustic, flammable, or poisonous substances.

15.60.10 HAZARDOUS COMMUNICATION

PROGRAM

The Department will ensure that the hazards of all chemicals produced or imported are evaluated and establish guidelines for the Detention Center to provide information to their employees about hazardous chemicals to which they may be exposed, by means of a Hazardous Communication Program, labels, Material Safety Data Sheets (MSDS), and training.

15.60.15 INFECTIOUS BODY FLUIDS

CLEAN UP

It is the policy of the North Las Vegas Police Department Detention Services to treat all body fluids as infectious waste and will be cleaned up utilizing the "ZEP BIO-HAZARD DEFENSE INFECTIOUS BODY FLUIDS CLEAN-UP KIT." Corrections Officers shall be trained in the use of the "ZEP BIO-HAZARD DEFENSE INFECTIOUS BODY FLUID CLEAN-UP KIT."

15.60.20 FIRE RETARDANT FURNISHINGS AND

EQUIPMENT

It is the policy of the North Las Vegas Police Department Detention Services when purchasing any detention equipment or materials to ensure that all materials meet the standards set forth in (29 CFR, Part 1910) of the *Occupational Safety and Health Standards for General Industry*. All materials will have a Class A rating in accordance with (NFPA 101) of the *Life Safety Code*.



Chapter

DETENTION SERVICES

Subject

INMATE HYGIENE, CLOTHING & BEDDING, LAUNDRY**15.63.01 INMATE
HYGIENE**

It is the policy of the North Las Vegas Police Department Detention Services that all inmates will be provided with adequate bathroom facilities that enable them to maintain acceptable standards of personal hygiene.

**15.63.05 INMATE CLOTHING, BEDDING,
AND LINEN**

The North Las Vegas Police Department Detention Services will provide all inmates with properly fitted clothing, climatically suitable and appropriate to meet their needs and ensure sanitation and safety requirements. All inmates will be supplied with bedding and linens sufficient to provide comfortable, sanitary, and safe conditions during their confinement.

15.63.10 LAUNDRY

The North Las Vegas Police Department Detention Services will provide selected inmates with an additional laundry system to maintain personal sanitation and hygiene.



Chapter

DETENTION SERVICES

Subject

INMATE ISSUES**15.67.05 INMATE MEAL SERVICE**

It is the policy of the North Las Vegas Police Department Detention Services Command to provide for orderly, timely, safe, and efficient service of inmate meals and accounting for trays.

15.67.15 INMATE ILLNESS OR DEATH

The North Las Vegas Police Department Detention Services has procedures in place that ensure proper notification is provided to designated family members and other parties in the event of the life-threatening illness or death of an inmate.

15.67.20 INMATE ACCESS TO NEWS MEDIA

It is the policy of the North Las Vegas Police Department Detention Services to permit confined inmates access to the news media, consistent with the secure and orderly management of the institution.



Chapter

DETENTION SERVICES

Subject

INMATE ESCORTS**15.70.01 INMATE ESCORTS**

The North Las Vegas Police Department Detention Services will execute standard internal movement controls to ensure inmates do not evade staff supervision, plan escapes, or engage in other impermissible activities.



Chapter

DETENTION SERVICES

Subject

INMATE PROGRAMS**15.77.01 RELIGIOUS PROGRAMS**

The North Las Vegas Police Department Detention Services will make available to confined offenders a range of religious services and programs that, to the extent practical, satisfies the beliefs of most major faith groups confined therein.

15.77.05 INMATE WORKER PROGRAM

The North Las Vegas Police Department Detention Services may use the labor of inmates sentenced for misdemeanor and gross misdemeanor offenses as set forth in the Nevada Revised Statutes (NRS).

15.77.10 LAW LIBRARY

Confined inmates will be provided with access to the courts and legal services as may be necessary to safeguard their statutory and Constitutional mandated rights while describing the legal resources that will be available to inmates confined in the North Las Vegas Police Department Detention Facility.



Chapter

DETENTION SERVICES

Subject

VISITATION, VISITOR LOCKERS**15.80.01 VISITATION**

It is the policy of the North Las Vegas Police Department Detention Services that all inmates shall be allowed regular visitation as required by law. Such visitation shall only be limited by necessary security measures and staff demands. All persons desiring to visit any inmate shall be subject to a records check and are subject to search, to ensure the safety of staff and to maintain the security and integrity of the Detention Facility.

15.80.10 VISITOR LOCKERS

All visitors will secure their personal property prior to entry to maintain the security and integrity of the Facility.




Chapter
DETENTION SERVICES

Subject
MEDICAL

15.103.01 DISPENSING MEDICATION

It is the policy of the North Las Vegas Police Department Detention Services to ensure provisions for medication based upon the continuity of care while at the same time, being attentive to security concerns associated with the dispensing of pharmaceuticals, the security of the Facility, and the safety of staff and inmates.

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|  | Chapter DETENTION SERVICES |
| | Subject AUTHORIZED/UNAUTHORIZED ITEMS AT DUTY POST |

15.107.01 AUTHORIZED/UNAUTHORIZED ITEMS

AT DUTY POST It is the policy of the North Las Vegas Police Department Detention Services to maintain a safe, clean, and distraction free work environment.



Chapter

DETENTION SERVICES

Subject

EMERGENCY PROCEDURES MANUAL

**15.113.01 EMERGENCY PROCEDURES
MANUAL**

It is the policy of the North Las Vegas Police Department Detention Services to provide staff with guidelines on how to handle emergency situations when they occur within the Facility.